Australian Capital Territory

# Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records) Approval 2007 (No 1)

# Notifiable instrument NI2007—314

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 Teaching and Research Records) Approval 2007 (No 1)

# 2. Approval

I approve the Records Disposal Schedule – Tertiary Teaching and Research Records.

# 3. Commencement

This instrument commences on the day after notification.

# 4. Revocation

I revoke Notifiable Instrument NI 2006-450 notified 13 December 2006.

David Wardle Director of Territory Records 4 October 2007



# Records Disposal Schedule Tertiary Teaching and Research Records

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# **INTRODUCTION**

The *Records Disposal Schedule - Tertiary Teaching and Research Records* is the official authority for the disposal of records relating to Tertiary Teaching and Research 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 Teaching and Research 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 Teaching and Research 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 Teaching and Research 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 Teaching and Research Records:

- covers all Tertiary Teaching and Research 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.

# **BUSINESS CLASSIFICATION SCHEME**

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### Arrangements 011

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

#### Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

#### **Compliance 021**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [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]

#### **Exhibitions 044**

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# Grant funding 049

The activities associated with the application for and receipt of grants. [TARDiS]

#### Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

# Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

#### **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]

#### **Representatives 090**

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### **Reviewing 093**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

#### 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]

## 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]

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

#### **Grant funding 049**

The activities associated with the application for and receipt of grants. [TARDiS]

## Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDIS]

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

# 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]

# **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]

## Research 091

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

# Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Addresses (presentations) 004

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [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]

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

#### Course Accreditation / Course Approval 174

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

## **Course Delivery 175**

The means by which teaching is conducted.

# Course Development 176

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Exhibitions 044**

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

#### Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

# Learning Support 177

The activities associated with supporting students in the learning process. Includes independent study and ongoing development of academic skills in reading, researching and writing, as well as the analysis of student learning techniques, etc.

## Meetings 072

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

# Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [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]

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Quality Assurance 085**

The activities involved with the development, monitoring and reviewing of quality assurance programs in the agency. [TARDiS]

#### **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]

#### Research 091

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

#### **Reviewing 093**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

# Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

#### Suggestions 103

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

The function of creating and communicating knowledge and research and undertaking the learning process.

# **Tendering services 324**

The activities involved in preparing tenders and procurement documentation up to contract establishment by either the full execution of formal contract, or by the transmission of a letter of acceptance.

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# **RECORDS DISPOSAL SCHEDULE**

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
	Records relating to educational agreements such as Letters of Intent/Agreement, Memoranda of Understanding, Exchange Agreements, Exchange Programs, Cooperative Exchange of services.[Use RESEARCH MANAGEMENT - Agreements for records relating specifically to research agreements. Use Territory Administrative Records Disposal Schedule - STAFF DEVELOPMENT - Training for records relating to staff exchange programs/schemes. See also EDUCATIONAL AGREEMENTS - Joint Ventures for significant Joint Venture agreements or contracts etc.]	Destroy 7 years after completion or other termination of
062.006.002	Records relating to academic venture proposals where agreement was not reached or	Destroy 2 years after action completed

#### Arrangements 011

proceeded with.

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.011.001	Records of travel arrangements such as itineraries relating to educational agreements.	Destroy 2 years after action completed

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

## Authorisation 014

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action. [TARDiS]

Entry No.	Description of Records
062.014.001	Records relating to delegations or
	authorisation and granting permission to
	undertake educational agreements.

**Disposal Action** 

Destroy 5 years after delegation expires

#### Compliance 021

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. [TARDiS]

Entry No.	Description of Records	Dis
062.021.001	Records relating to compliance with	Des
	requirements of educational agreements.	acti

#### **Disposal** Action

Destroy 7 years after action completed

# Contracting out 025

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.
062.025.001

#### **Description of Records**

Records documenting contract management. Includes minutes of meetings with key stakeholders and performance and evaluation reports.

#### **Disposal** Action

Destroy 7 years after completion or other termination of agreement or contract

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# 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
062.040.001	Records relating to requests for information about venture programs, projects, working papers, searches etc. [See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Enquiries.]	Destroy 2 years after action completed

#### **Exhibitions 044**

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

Entry No.	Description of Records	Disp
062.044.001	Records relating to exhibitions, displays etc promoting the activities, services, courses, projects or programs of the agency including joint activities with academic partners/collaborators and other higher education institutions in the ACT e.g. the Annual Canberra Tertiary Open Day, Careers guidance exhibitions etc.[See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Exhibitions.]	Destiactio

#### **Disposal** Action

Destroy 3 years after action completed

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# **Grant funding 049**

The activities associated with the application for and receipt of grants. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.049.001	Records relating to applications for and management of grant funds from non- government sources specifically for educational agreements. [See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Grant funding	Destroy 7 years after action completed
062.049.002	Records relating to unsuccessful applications for grant funds specifically for educational agreements.	Destroy 2 years after action completed

# Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.062.001	Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives
062.062.002	Records including working papers relating to negotiations and the establishment of major academic joint ventures.	Destroy 7 years after termination of arrangement
062.062.003	Records relating to regular contact between parties of joint ventures, includes informal discussions.	Destroy 2 years after action completed

#### **EDUCATIONAL AGREEMENTS 062**

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.067.001	Liaison activities undertaken with organisations and community groups. Includes	Destroy 3 years after
	collaboration on projects, exchange of information and all the activities of a member organisation.	action completed

## **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* 062.088.001 Records relating to the formal reporting of academic ventures e.g. finals of agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

#### **Disposal** Action

Destroy 7 years after action completed

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### **Representatives 090**

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.090.001	Records relating to the nomination, appointment or resignation of individuals or groups of personnel involved in educational agreements.	Destroy 7 years after action completed

## **Reviewing 093**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

Entry No.Description of Records062.093.001Records relating to reviews/examination of<br/>academic ventures.

#### **Disposal** Action

Destroy 3 years after action completed

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.102.001	Records including working papers, formal submissions or successful submissions related to educational agreements.	Destroy 7 years after action completed
062.102.002	Records including working papers, informal submissions or unsuccessful submissions related to educational agreements.	Destroy 2 years after action completed

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
062.104.001	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
062.104.002	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
062.104.003	Records documenting post-offer negotiations and due diligence records.	Destroy 7 years after tender process completed
062.104.004	Tender register.	Destroy 7 years after last entry
062.104.005	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
062.104.006	Signed simple contracts and agreements resulting from tenders, includes supporting records.	Destroy 7 years after completion or other termination of agreement or contract

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

# **Tendering 104 continued**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

062.104.007	Contract register.	Destroy 7 years after last entry
062.104.008	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

Entry No.Description of RecordsDisposal Action063.005.001Records relating to the receipt and provision<br/>of advice for the Research Management<br/>function.Destroy 2 years after<br/>action completed

#### Agreements 006

The processes associated with the establishment, maintenance, review and negotiation of agreements. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.006.001	Records relating to final versions of agreements for the Research Management function.	Destroy 7 years after expiry or other termination of agreement
063.006.002	Records documenting negotiations, establishment maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

## 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 RecordsDisposal Action063.013.001Records relating to the planning and conduct<br/>of internal and external audits for the Research<br/>Management function. Includes liaison with<br/>the auditing body, minutes of meetings, notes<br/>taken at opening and exit interviews, draft<br/>report and comments.Disposal Action

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### 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
063.020.001	Records of high-level external and internal committees formed to manage or advise on major decisions in the area of academic policy, planning and management for the Research Management function. Includes documents: - establishing the committee, - terms of reference; - appointment of members; - minutes, - reports, - recommendations, - supporting documents such as briefing papers, and discussion papers. See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT – Committees	Retain as Territory Archives
063.020.002	Records documenting declarations of members' private interests.	Destroy 7 years after termination of

appointment

35 Authorised by the ACT Parliamentary Counsel-also accessible at www.legislation.act.gov.au

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### 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]

<i>Entry No.</i> 063.020.003	<ul> <li>Description of Records</li> <li>Records relating to other committees formed to consider specific matters related to academic policy and practices or day-to-day administration under the Research</li> <li>Management function. Includes documents: <ul> <li>establishing the committee,</li> <li>terms of reference;</li> <li>appointment of members;</li> <li>minutes,</li> <li>reports,</li> <li>recommendations,</li> <li>supporting documents such as briefing papers, and discussion papers.</li> </ul> </li> </ul>	<b>Disposal Action</b> Destroy 5 years after action completed
063.020.004	Working papers documenting the conduct and administration of committees: Includes: - agenda; - notice of meetings; - draft minutes; and	Destroy 6 months after action completed

- room bookings.

36 Authorised by the ACT Parliamentary Counsel-also accessible at www.legislation.act.gov.au

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.025.001	Records documenting contract management relating to the research management function. Includes minutes of meetings with main stakeholders and performance and evaluation reports.	Destroy 7 years after expiry or other termination of agreement
063.025.002	Records relating to the provision of services. Examples of records: Raw data. Progress reports, working papers, inspection reports.	Destroy 7 years after action completed

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### **Grant funding 049**

The activities associated with the application for and receipt of grants. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.049.001	Records relating to successful applications for grant funding from Government sources. Records relating to funding of grants for the Research Management function. [Use Territory Administrative Records Disposal Schedule - FINANCIAL MANAGEMENT - Grant Funding for the management of grant money received by the agency.]	Destroy 7 years after action completed
063.049.002	Records relating to successful applications for grant funding from non-government sources.	• •
063.049.003	Records relating to successful applications for grant funding from internal resources.	Destroy 7 years after action completed
063.049.004	Records relating to unsuccessful applications for grant funding from any source.	Destroy 6 months after reference ceases or date inactive

#### Liaison 067

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.067.001	Liaison activities undertaken with	Destroy 3 years after
	organisations and community groups. Includes	action completed
	collaboration on projects, exchange of	
	information and all the activities of a member	
	organisation.	

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### 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
063.070.001	Records relating to the development and commercialisation of academic products.[Use Territory Administrative Records Disposal	Destroy 3 years after action completed
	Schedule - FINANCIAL MANAGEMENT -	
	Payments for receipts including royalties etc.	
	Use Territory Administrative Records	
	Disposal Schedule - PUBLICATION -	
	Marketing for marketing of research	
	publications.]	

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### **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
063.088.001	Final reports on individual projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarships.	Retain as Territory Archives
063.088.002	Reports on individual projects which are not of major significance.	Destroy 7 years after action completed
063.088.003	Statutory reports.	Destroy 2 years after action completed
063.088.004	Records relating to the drafting of reports.	Destroy 1 year after action completed
063.088.005	Progress reports on individual projects - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarships.	Destroy 1 month after reference ceases or date inactive

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Research 091

Entry No.	Description of Records	Disposal Action
063.091.001	Registers of bodies or specimens held by licensed schools of anatomy. [See also <i>Anatomy Act 1977</i> s.10.]	Retain as Territory Archives
063.091.002	Research data - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. [See National Statement on Ethical Conduct in Research Involving Humans (NHMRC) 1997.][For Research infrastructure (equipment, buildings etc use Territory Administrative Records Disposal Schedule - PROPERTY MANAGEMENT.]	Retain as Territory Archives
063.091.003	Research data for projects which are not of major significance i.e. where the research does not have potential long term affects.[For research infrastructure (equipment, buildings etc). Use Territory Administrative Records Disposal Schedule EQUIPMENT & STORES – Acquisition or PROPERTY MANAGEMENT - Acquisition]	Destroy 7 years after action completed
063.091.004	Records generated in the conduct of the research project.	Destroy 7 years after action completed

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Research 091

Entry No.	Description of Records	Disposal Action
063.091.005	Matters arising at the end of a research grant; including agreements to participate in further research, regarding intellectual property of research subjects, commercialisation of products of research, product management, patents and/or licensing of intellectual property.	Destroy 7 years after action completed
063.091.006	Contracts and agreements for use of the final product/research outcomes. Examples of records: Agreements, contracts, patents.	Destroy 7 years after action completed
063.091.007	Records relating to applications for animal research authorities under <i>Animal Welfare Act 1992</i> s.25A, B and C.	Destroy 7 years after action completed
063.091.008	Records relating to applications for animal research authorities by independent researchers (i.e. non-agency researchers) under s25C <i>Animal Welfare Act 1992</i> [See also Animal Research Regulation 1995 s.16D.]	Destroy 7 years after action completed
063.091.009	Records related to accreditation for animal research.	Destroy 7 years after action completed

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Research 091

Entry No.	Description of Records	Disposal Action
063.091.010	Records relating to the care, management and/or breeding of animals for research or teaching purposes. [See also Australian Code of Practice for Care and Use of Animals for Scientific Purposes (NHMRC 1997).]	Destroy 7 years after action completed
063.091.011	Research data/records relating to projects which are not of major significance - where the research has potential long term environmental effect. For example: genetic trials, disease and pest management, changes to ecosystems.	Destroy 7 years after action completed
063.091.012	Records relating to the acquisition, storage, maintenance and management of bodies, specimens or body parts.	Destroy 7 years after action completed
063.091.013	Records relating to licences for conducting the study and practice of anatomy. Examples of records: Licenses, applications.	Destroy 7 years after action completed
063.091.014	Records related to applying for and/or holding an animal suppliers licence under Division 1 of the <i>Animal Welfare Act 1992</i> .	Destroy 2 years after application made

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.102.001	Records relating to approved proposals - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. Examples of records: Forms, protocols, applications, minutes and reports.	Retain as Territory Archives
063.102.002	Records relating to approved proposals - projects which are not of major significance.	Destroy 7 years after action completed
063.102.003	Records relating to non-competitive and/or discretionary funds allocation.	Destroy 7 years after action completed
063.102.004	Records relating to unsuccessful proposals. Examples of records: Forms, protocols, applications, reports, minutes.[For Committee records. Use Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT- Committees.]	Destroy 1 year after action completed

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

<i>Entry No.</i> 063.104.001	<i>Description of Records</i> Signed contracts under seal resulting from tenders and supporting records.	<i>Disposal Action</i> Destroy 12 years after completion or other termination of agreement or contract
063.104.002	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
063.104.004	Records documenting post-offer negotiations and due diligence records.	Destroy 7 years after tender process completed
063.104.005	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
063.104.006	Tender register.	Destroy 7 years after last entry

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.104.007	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
063.104.008	Contract register.	Destroy 7 years after action completed

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Addresses (presentations) 004

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

<i>Entry No.</i> 064.004.001	Description of Records Final versions of addresses and presentations made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use Territory Administrative Records Disposal Schedule GOVERNMENT RELATIONS - Addresses]	<i>Disposal Action</i> Retain as Territory Archives
064.004.002	Final versions of addresses and presentations delivered in the routine promotion of teaching and learning purposes.	
064.004.003	Working papers documenting the development of addresses and presentations used specifically for teaching and learning purposes.	Destroy 1 month after reference ceases or date inactive

#### Advice 005

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising. [TARDiS]

*Entry No.* 064.005.001

**Description of Records** 

Records relating to the receipt and provision of advice for the Teaching and Learning function.

#### **Disposal** Action

Destroy 2 years after action completed

The function of creating and communicating knowledge and research and undertaking the learning process.

#### 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]

<i>Entry No.</i> 064.020.001	<ul> <li>Description of Records</li> <li>Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy, planning and management for the Teaching &amp; Learning function i.e. Committees of Academic Board. Includes documents: <ul> <li>establishing the committee,</li> <li>terms of reference;</li> <li>appointment of members;</li> <li>minutes,</li> <li>reports,</li> <li>recommendations,</li> <li>supporting documents such as briefing papers, and discussion papers.</li> <li>See also TARDIS - STRATEGIC MANAGEMENT – Committees</li> </ul> </li> </ul>	<i>Disposal Action</i> Retain as Territory Archives
064.020.002	Records documenting any declaration of private interests of members of the committee.	Destroy 7 years after termination of appointment
064.020.003	Records relating to other committees formed to consider specific matters related to academic policy and practices or day-to-day administration under the Teaching & Learning function e.g. Committee for Ethics in Animal Experimentation and the Flexible Learning Committee. Includes documents: - establishing the committee, - terms of reference; - appointment of members; - minutes, - reports, - recommendations, - supporting documents such as briefing papers, and discussion papers.	Destroy 5 years after action completed

The function of creating and communicating knowledge and research and undertaking the learning process.

#### 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 064.020.004 Working papers documenting the conduct and Destroy 6 months administration of committees. Includes: after action - agenda, completed - notice of meetings; - draft minutes;

- minutes, and
- room bookings.

#### **Contracting out 025**

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.025.001	Records documenting contract management relating to the Teaching and Learning function. Includes: minutes of meetings with main stakeholders, performance and evaluation reports.	Destroy 7 years after expiry or other termination of agreement
064.025.002	Records relating to the provision of academic services. Includes minutes of meetings with stakeholders, performance and evaluation reports. [Use TARDIS - FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments for managing financial transactions related to services provided.]	Destroy 7 years after expiry or other termination of agreement

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

#### TEACHING & LEARNING 064

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Course Accreditation / Course Approval 174

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

Entry No.	Description of Records	Disposal Action
064.174.001	The Register of Courses containing particulars as required by the Courses and Awards Statute.	Retain as Territory Archives
064.174.002	Records relating to successful accreditation of courses. Includes course accreditation proposals, changes including introduction of new units or variations to existing units. Examples of records: Proposals, Course Consultative Committee reports, Determination of Course Particulars, forms such as the Proposed Course Description/amendment or Request for Allocation of new subject number.	Destroy 30 years after action, course superseded or discontinued
064.174.003	Duplicate or working papers related to accreditation of courses.	Destroy 3 years after action completed
064.174.004	Records relating to unsuccessful accreditation. Examples of records: Reports, criteria, correspondence.	Destroy 1 month after reference ceases or date inactive

The function of creating and communicating knowledge and research and undertaking the learning process.

### **Course Delivery 175**

The means by which teaching is conducted.

Entry No.	Description of Records	Disposal Action
064.175.001	Subject resources and material used in course delivery. Examples of records: Subject outlines, study guides, readings, self assessment exercises, reading lists, assignment lists, lecture notes.	Destroy 10 years after semester in which started
064.175.002	Examination papers - master set of questions. [See also Tertiary Student Management Records Disposal Schedule for records related to Student Administration - Examination and Assessment Results.]	Destroy 7 years after action completed
064.175.003	Guides and handbooks - master set. These contain such information as descriptions of course requirements, prerequisites, content and outcomes. Examples of records: Division/Faculty handbooks, course guides.	Destroy 7 years after action completed
064.175.004	Working papers. These are the academic's papers for course/subject preparation and/or delivery. Examples of records: Research notes, drafts of documents.	Destroy 1 month after reference ceases or date inactive

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Course Development 176**

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

Entry No.Description of Records064.176.001Records relating to the development of<br/>courses.

**Disposal Action** 

Destroy 10 years after action completed

#### **Evaluation 042**

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.042.001	Records documenting the evaluation and	Destroy 10 years
	ongoing monitoring of Teaching and Learning	after action
	programs and services other than individual	completed
	courses.	

#### **Exhibitions 044**

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.044.001	Records relating to exhibitions, displays etc	Destroy 3 years after
	relating to the Teaching and Learning function	action completed
	excluding joint ventures. [See also TARDiS -	
	COMMUNITY RELATIONS - Exhibitions.	
	See also EDUCATIONAL AGREEMENTS -	
	Exhibitions.]	

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.062.001	Records relating to the management/maintenance of major joint ventures for the Teaching and Learning function. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives
064.062.002	Records including working papers relating to negotiations and the establishment of major academic joint ventures.	Destroy 7 years after termination of arrangement

#### Learning Support 177

The activities associated with supporting students in the learning process. Includes independent study and ongoing development of academic skills in reading, researching and writing, as well as the analysis of student learning techniques, etc.

Entry No.	Description of Records	Disposal Action
064.177.001	Records relating to the development and implementation of learning skills/techniques. [Use TEACHING AND LEARNING - Committees for committee records such as submissions.]	Destroy 3 years after last action
064.177.002	Records including working papers relating to development and the analysis of student learning techniques.	Destroy 1 month after reference ceases or date inactive

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

#### **TEACHING & LEARNING 064**

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Meetings 072

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.072.001	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
064.072.002	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 1 month after reference ceases or date inactive

#### Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

<i>Entry No.</i> 064.079.001	<i>Description of Records</i> Final version of agency wide-plans.	<i>Disposal Action</i> Retain as Territory Archives
064.079.002	Final version of teaching and learning plans at business, state, regional or overseas office level.	Destroy 2 years after plan is superseded
064.079.003	Working papers used to develop all teaching and learning plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

#### **TEACHING & LEARNING 064**

The function of creating and communicating knowledge and research and undertaking the learning process.

#### 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
064.080.001	Records relating to policies for the Teaching and Learning function. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents.	Retain as Territory Archives
064.080.002	Records including working papers relating to the development and implementation of Teaching and Learning policies.	Destroy 1 month after reference ceases or date inactive

#### **Procedures 082**

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

Entry No.	Description of Records	Disposal Action
064.082.001	Records relating to procedures for the Teaching and Learning function. Includes Master sets of manuals, handbooks, directives etc.	Destroy 6 months after superseded
064.082.002	Records including working papers relating to the development and implementation of Teaching and Learning procedures.	Destroy 1 month after reference ceases or date inactive

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Quality Assurance 085**

The activities involved with the development, monitoring and reviewing of quality assurance programs in the agency. [TARDiS]

Entry No. **Description of Records** 064.085.001 Records relating to the collection of assessment data on course delivery. Examples after reference of records: Data collection forms, survey forms.

#### **Disposal** Action

Destroy 1 month ceases or date inactive

#### **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
064.088.001	Records relating to reporting for the Teaching and Learning function. Includes final versions of formal internal reports and reports made to external agencies.[See also TARDiS - STRATEGIC MANAGEMENT - Reporting.]	•
064.088.002	Records including final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Teaching and Learning function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 6 years after action completed
064.088.003	Responses to surveys by other agencies or by the Executive of the University or agency.	Destroy 3 years after action completed
064.088.004	Records including working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 month after reference ceases or date inactive

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Research 091

Entry No.	Description of Records	Disposal Action
064.091.001	Records relating to research for the Teaching and Learning function. Includes records documenting major research carried out to support the Teaching and Learning function.	Destroy 7 years after action completed
064.091.002	Records relating to minor research carried out to support the Teaching and Learning function.	Destroy 1 month after reference ceases or date inactive

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Reviewing 093**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. [TARDiS]

<i>Entry No.</i> 064.093.001	<i>Description of Records</i> Records relating to internal and/or external reviews of courses.	<i>Disposal Action</i> Destroy 10 years after action completed
064.093.002	Records relating to reviewing for the Teaching and Learning function. Includes documenting a review of programs and operations supporting the Teaching and Learning function. Includes documents establishing the review, final report and action plan.[See also Territory Administrative Records Disposal Schedule - STRATEGIC MANAGEMENT - Research.]	
064.093.003	Records including working papers documenting a review of programs and operations supporting the strategic relating to minor research carried out to support the Teaching and Learning function.	Destroy 3 years after action completed

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

<i>Entry No.</i> 064.102.001	<i>Description of Records</i> Records relating to submissions for the Teaching and Learning function. Includes final versions of successful submissions.	<i>Disposal Action</i> Destroy 10 years after action completed
064.102.002	Records including supporting documents of unsuccessful submissions.	Destroy 3 years after action completed
064.102.003	Records including working papers documenting the development of submissions and draft submissions.	Destroy 1 month after reference ceases or date inactive

#### Suggestions 103

The process of using suggestions from personnel and the public to improve the services and processes of the agency. [TARDiS]

Entry No.	Description of Records
064.103.001	Records relating to suggestions for the Teaching and Learning function. Includes suggestions received from any source. [See also Territory Administrative Records Disposal Schedule - COMMUNITY RELATIONS - Suggestions.]

#### **Disposal** Action

Destroy 2 years after action completed

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

<i>Entry No.</i> 064.104.001	<i>Description of Records</i> Signed contracts under seal resulting from tenders and supporting records.	<i>Disposal Action</i> Destroy 12 years after completion or other termination of agreement or contract
064.104.002	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
064.104.003	Evaluation of tenders received against selection criteria. Includes records documenting arrangement for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
064.104.004	Records documenting post-offer negotiations and due diligence records.	Destroy 7 years after tender process completed
064.104.005	Tender register.	Destroy 7 years after last entry
064.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
064.104.007	Contract register.	Destroy 7 years after last entry

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Tendering 104**

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.104.008	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

The function of creating and communicating knowledge and research and undertaking the learning process.

#### **Tendering services 324**

The activities involved in preparing tenders and procurement documentation up to contract establishment by either the full execution of formal contract, or by the transmission of a letter of acceptance.

Entry No.	Description of Records	Disposal Action
063.324.001	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
063.324.002	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - request for proposals - expression of interest request for tender draft contract	Destroy 7 years after tender process completed or decision made not to continue with the tender
063.324.003	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
063.324.004	Records of unsuccessful tenders	Destroy 2 years after tender process completed or decision made not to continue with the tender

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

## **RETAIN AS TERRITORY ARCHIVES**

#### **EDUCATIONAL AGREEMENTS 062**

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

#### Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

#### Entry No.

#### **Description of Records**

062.062.001

Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.

#### **Disposal** Action

Retain as Territory Archives

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### 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
063.020.001	Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy, planning and management for the Research Management function. Includes: - documents establishing the committee, - final versions of minutes, - reports, - recommendations, - supporting documents such as briefing papers, and discussion papers.	n Retain as Territory Archives
	See also Territory Administrative Records	

Disposal Schedule - STRATEGIC MANAGEMENT - Committees

#### **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
063.088.001	Final reports on individual projects - projects	Retain as Territory
	of major national or international significance,	Archives
	interest or controversy or where the principal	
	investigator has a widely acknowledged	
	influence on the area of scholarships.	

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Research 091

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.091.001	Registers of bodies or specimens held by licensed schools of anatomy. [See also Anatomy Act 1977 s.10.]	Retain as Territory Archives
063.091.002	Research data - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship.	Retain as Territory Archives
	[See National Statement on Ethical Conduct in	
	Research Involving Humans (NHMRC) 1997.]	
	[For Research infrastructure (equipment, buildings etc use Territory Administrative Records Disposal Schedule - PROPERTY	

MANAGEMENT.]

The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

#### Submissions 102

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support. [TARDiS]

Entry No.	Description of Records	Disposal Action
063.102.001	Records relating to approved proposals - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. Examples of records: Forms, protocols, applications, minutes and reports.	Retain as Territory Archives

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Addresses (presentations) 004

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. [TARDiS]

Entry No.	Description of Records	Disposal Action
064.004.001	Final versions of addresses and presentations made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
	[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use TARDiS GOVERNMENT RELATIONS - Addresses]	

#### 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
064.020.001	Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy, planning and management for the Teaching & Learning function i.e. Committees of Academic Board. Includes documents: - establishing the committee, - terms of reference; - appointment of members; - minutes, - reports, - recommendations, - supporting documents such as briefing papers, and discussion papers. See also TARDIS - STRATEGIC MANAGEMENT – Committees	Retain as Territory Archives

Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

#### **TEACHING & LEARNING 064**

The function of creating and communicating knowledge and research and undertaking the learning process.

#### Course Accreditation / Course Approval 174

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

Entry No.Description of RecordsDisposal Action064.174.001The Register of Courses containing particularsRetain as Territory<br/>as required by the Courses and AwardsArchives<br/>Statute.

#### Joint Ventures 062

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies. [TARDiS]

Entry No.Description of RecordsDisposal Action064.062.001Records relating to the<br/>management/maintenance of major joint<br/>ventures for the Teaching and Learning<br/>function. Includes final signed versions of<br/>agreements, contracts or formal undertakings.Disposal Action

#### Planning 079

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. [TARDiS]

Entry No.	Description of Records
064.079.001	Final version of agency wide-plans.

#### **Disposal Action**

Retain as Territory Archives Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

#### **TEACHING & LEARNING 064**

The function of creating and communicating knowledge and research and undertaking the learning process.

#### 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	Dispos
064.080.001	Records relating to policies for the Teaching	Retain
	and Learning function. Includes policy	Archive
	proposals, research papers, results of	
	consultations, supporting reports, major drafts	
	and final policy documents.	

#### sal Action

as Territory ves

#### **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. 064.088.001 

#### **Description of Records**

Records relating to reporting for the Teaching Retain as Territory and Learning function. Includes final versions Archives of formal internal reports and reports made to external agencies.

[See also TARDiS - STRATEGIC MANAGEMENT - Reporting.]

#### **Disposal** Action

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

#### Changes to NI2006-450

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#### Dated 14/12/2006

New Features (Insertions)				
FUNCTION	ACTIVITY	Entry no.	Description	
Educational Agreements 062	Contracting out 025		New activity	
Educational Agreements 062	Joint ventures 062	003	Disposal class 1.20.1 removed from activity Liaison	
Educational Agreements 062	Tendering 104		New activity	
Research Management 063	Addresses (presentations) 004	002 & 003	New activity	
Research Management 063	Advice 005		New activity	
Research Management 063	Committees 020	002 & 004	New activity	
Research Management 063	Liaison 067		New activity	
Research Management 063	Planning 079		New activity	
Research Management 063	Tendering 104		New activity	
Teaching & Learning 064	Addresses (presentations) 004	001 & 003	Additional disposal class	
Teaching & Learning 064	Advice 005		New activity	
Teaching & Learning 064	Committees 020	002 & 004	Additional disposal class	
Teaching & Learning 064	Course Accreditation / Course Approval 174		New activity	
Teaching & Learning 064	Planning 079		New activity	
Teaching & Learning 064	Procedures 082	3.24.3	New activity	
Teaching & Learning 064	Tendering 104		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.
Educational Agreements 062	Agreements 006	062.006.001	replaces 1.3.1
Educational Agreements 062	Agreements 006	062.006.002	replaces 1.3.2
Educational Agreements 062	Arrangements 011	062.011.001	replaces 1.4.1
Educational Agreements 062	Arrangements 011	062.011.001 replaces 1.4.1	Disposal action from 7 to 2 years
Educational Agreements 062	Authorisation 014	062.014.001 replaces 1.6.1	Disposal action changed
Educational Agreements 062	Complaince 021	062.021.001	replaces 1.8.1
Educational Agreements 062	Enquiries 040	062.040.001	replaces 1.13.1
Educational Agreements 062	Exhibitions 044	062.044.001	replaces 1.15.1
Educational Agreements 062	Enquiries 040	062.040.001	replaces 1.13.1
Educational Agreements 062	Grant Funding 049	062.049.002	replaces 1.16.2
Educational Agreements 062	Joint Ventures 062	062.062.002	replaces 1.18.2

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Educational Agreements 062	Liaison 067	062.067.001 replaces 1.20.1	Detail corrected to reflect activity
Educational Agreements 062	Reporting 088	062.088.001	replaces 1.26.1
Educational Agreements 062	Representatives 090	062.090.001	replaces 1.27.1
Educational Agreements 062	Representatives 090	062.090.001	Description of records changed replaces 1.27.1
Educational Agreements 062	Reviewing 093	062.093.001	replaces 1.29.1
Educational Agreements 062	Submissions 102	062.102.001	replaces 1.31.1
Educational Agreements 062	Submissions 102	062.102.002	replaces 1.31.2
Research Management 063	Agreements 006	063.006.001	replaces 2.3.1
Research Management 063	Agreements 006	063.006.002	replaces 2.3.2
Research Management 063	Committees 006	063.020.001	replaces 2.7.1
Research Management 063	Committees 006	063.020.003	replaces 2.7.2
Research Management 063	Contracting out 025	063.025.001	Description of records changed replaces 2.9.1
Research Management 063	Contracting out 025	063.025.002	Description of records changed replaces 2.9.3
Research Management 063	Grant Funding 049	063.049.001	Description of records changed replaces 2.16.1
Research Management 063	Grant Funding 049	063.049.004	replaces 2.16.4
Tertiary Student Administration 065	Student Attendance 190	065.190.001	Description of records changed replaces 2.19.1
Research Management 063	Contracting out 025	063.025.001	replaces 2.9.1

Enhancements (Changes)				
FUNCTION	ACTIVITY	Entry no.	Description	
Research Management 063	Grant Funding 049	063.049.004	replaces 2.16.4	
Research Management 063	Reporting 088	063.088.002	replaces 2.26.3	
Research Management 063	Reporting 088	063.088.003	replaces 2.26.4	
Research Management 063	Reporting 088	063.088.005	replaces 2.26.2	
Research Management 063	Reporting 088	063.088.005	Description of records changed replaces 2.26.5	
Research Management 063	Research 091	063.091.002	Description of records changed replaces 2.28.2	
Research Management 063	Research 091	063.091.004	replaces 2.28.3	
Research Management 063	Research 091	063.091.005	Description of records changed replaces 2.28.4	
Research Management 063	Research 091	063.091.002	Description of records changed replaces 2.28.9	
Research Management 063	Submissions 102	063.102.001	RTA replaces 2.30.1	
Research Management 063	Submissions 102	063.102.004	Description of records changed replaces 2.30.3	
Teaching and Learning 064	Addresses (presentations) 020	064.020.002	Description of records changed replaces 3.1.1	

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Teaching and Learning 064	Contracting out 025	064.025.001	replaces 3.9.1
Teaching and Learning 064	Contracting out 025	064.025.002	replaces 3.9.2
Teaching and Learning 064	Course Accreditation / Course Approval 074	064.174.003	replaces 3.10.3
Teaching and Learning 064	Course Delivery 175	064.175.004	replaces 3.11.4
Teaching and Learning 064	Course Development 176	064.176.001	replaces 3.12.1
Teaching and Learning 064	Course Development 176	064.176.001	Description of records changed replaces 3.12.1
Teaching and Learning 064	Evaluation 042	064.042.001	replaces 3.14.1
Teaching and Learning 064	Exhibitions 044	064.044.001	replaces 3.15.1
Teaching and Learning 064	Learning support 177	064.177.002	replaces 3.19.2
Teaching and Learning 064	Meetings 072	064.072.001	replaces 3.22.1
Teaching and Learning 064	Meetings 072	064.072.002	replaces 3.22.2
Teaching and Learning 064	Policy 080	064.080.001	Description of records changed replaces 3.23.1
Teaching and Learning 064	Policy 080	064.080.002	replaces 3.23.2

Enhancements (Changes)			
FUNCTION	ACTIVITY	Entry no.	Description
Teaching and Learning 064	Procedures 082	064.082.001	replaces 3.24.1
Teaching and Learning 064	Procedures 082	064.082.002	replaces 3.24.2
Teaching and Learning 064	Quality Assurance 085	064.085.001	replaces 3.25.1
Teaching and Learning 064	Reporting 088	064.088.001	replaces 3.26.1
Teaching and Learning 064	Reporting 088	064.088.002	replaces 3.26.2
Teaching and Learning 064	Reporting 088	064.088.003	replaces 3.26.5
Teaching and Learning 064	Reporting 088	064.088.004	replaces 3.26.3
Teaching and Learning 064	Research 091	064.091.001	replaces 3.28.1
Teaching and Learning 064	Research 091	064.091.002	replaces 3.28.2
Teaching and Learning 064	Reviewing 093	064.093.003	replaces 3.29.3
Teaching and Learning 064	Submissions 102	064.102.001	replaces 3.30.1
Teaching and Learning 064	Submissions 102	064.102.001	replaces 3.30.1
Teaching and Learning 064	Submissions 102	064.102.002	replaces 3.30.2
Teaching and Learning 064	Suggestions 103	064.103.001	replaces 3.31.1

### Records Disposal Schedule – Tertiary Teaching and Research Records September 2007

### **Corrections (Deletions)**

FUNCTION	ACTIVITY	Entry no.	Description
Research Management 063	Contracting out 063	2.9.2	Activity deleted
Research Management 063	Inventory	2.17.1	Covered in TARDiS
Teaching and Learning 064	Policy 080	3.23.3	Activity deleted
Teaching and Learning 064	Reporting 088	3.26.4	Activity deleted