

Australian Capital Territory

Territory Records (Records Disposal Schedule – Student Administration Records) Approval 2013 (No 1)

Notifiable instrument NI2013—380

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 – Student Administration Records) Approval 2013 (No 1)

2. Approval

I approve the Records Disposal Schedule – Student Administration Records.

3. Commencement

This instrument commences on the day after notification.

Danielle Wickman
Director of Territory Records
29 August 2013



Records Disposal Schedule

Student Administration Records

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INTRODUCTION

The *Records Disposal Schedule - Student Administration Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 or if there is a current records disposal freeze in effect.**

The *Records Disposal Schedule - Student Administration 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 Whole of Government 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.

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole of Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the Director of Territory Records for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 - Student Administration Records:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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:

Board of Senior Secondary Studies Act 1997

Canberra Institute of Technology Act 1987

Education Act 2004

Education Services for Overseas Students Act 2000 (Cwlth)

Evidence Act 2011

Food Act 2001

Freedom of Information Act 1989

Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004 (Cwlth)

Territory Records Act 2002

Training and Tertiary Education Act 2003

University of Canberra Act 1989

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

STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Academic Misconduct

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

Academic Progress

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

Addresses (presentations)

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

Advice

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

Appeals (decisions)

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

Apprentices / Trainees

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

Arrangements

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

Authorisation

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

Awards, Prizes and Medals

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

Behaviour Management

The activity of managing student behaviour in schools and colleges.

Bursary Scheme

The activity of providing financial assistance to families of students in exceptional circumstances.

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, and punishment.

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

Enrolment

The process of registering/enrolling all students in a course or subject. Includes the enrolment of international and exchange students.

Evaluation

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.

Events

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

Examination and Assessment

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

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

Liaison

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.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Modifications

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

Planning

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

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Procedures

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

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Recognition of Prior Studies / Learning

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

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

Representatives

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.

Research

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 business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

Reviewing

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

Student Accommodation

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

Student Appointments

The activities associated with the appointment of students to positions within the school, such as Student Representative Council.

Student Attendance

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

Student Certificates

The activity of managing documents presented to a student on successful completion of a program of study, providing evidence of academic achievement, such as year 10 and 12 certificates.

Student Excursions

The activities associated with the planning, approval, management etc of trips, visits or tours undertaken school groups.

Student Identification

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

Student Misconduct

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

Student Transcripts

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

Student Work Placements

The activity of arranging work experience for students. Includes the management of potential employers.

Submissions

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

Suggestions

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

RECORDS DISPOSAL SCHEDULE

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

[For addresses made at celebrations, use STUDENT ADMINISTRATION – Addresses (presentations).

For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.017.001 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance (e.g. a significant anniversary).	Retain as Territory Archives
171.017.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance. Include: <ul style="list-style-type: none">• programs;• invitations;• guest lists;• catering;• venue bookings;• entertainment.	Destroy 2 years after action completed

Examination and Assessment (Continued)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.186.004 ████████████████████	Examiners/assessors' reports and related records.	Destroy 2 years after action completed
171.186.005 ████████████████████	Records relating to administrative arrangements for examinations and assessments. Includes: <ul style="list-style-type: none"> • arrangements for invigilators; • timetables; • eligibility lists. 	Destroy 2 years after action completed
171.186.006 ████████████████████	Examination scripts / script books, essays, assignments, presentations submitted or completed by students for the purposes of overall assessment or evaluation i.e. work which contributes to the final grade for a subject or course.	Destroy 1 year after action completed
171.186.007 ████████████████████	Records relating to the grading/marking of individual assessment components of a subject or course. Including test booklets.	Destroy 1 year after action completed
171.186.008 ████████████████████	Records relating to the appointment of examiners, assessors or supervisors.	Destroy 1 year after action completed

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.053.001 ████████████████████	Records documenting the implementation of plans, policies and procedures developed to support the function.	Destroy 3 years after action completed

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other agencies, 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 years after action completed

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
171.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes: <ul style="list-style-type: none">• agendas;• notices of meetings;• draft minutes.	Destroy 6 months after action completed

Modifications

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.188.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to changes in enrolment or personal information. Includes: <ul style="list-style-type: none">• course cancellations;• registration variations;• personal details variations.	Destroy 7 years after action completed
171.188.002 ■■■■■■■■■■■■■■■■■■■■	Statutory declarations or other forms completed by students for changes to subjects or units, or personal details variations.	Destroy 7 years after action completed
171.188.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to changes to assessment results.	Destroy 6 months after action completed

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects.	Retain as Territory Archives
171.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for other projects.	Destroy 5 years after plan is superseded
171.079.003 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop plans for projects. Includes: <ul style="list-style-type: none">• draft plans;• reports analysing issues;• comments on draft plans.	Destroy 1 year after adoption of the final plan

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives
171.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"> ● policy proposals; ● research papers; ● results of consultations; ● supporting reports; ● major drafts. 	Destroy 5 years after policy expires or is superseded
171.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies.	Destroy 3 years after promulgation of new policy
171.080.004 ■■■■■■■■■■■■■■■■■■■■	Policy documents and supporting papers.	Destroy 6 months after action completed

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, and directives etc. detailing procedures.	Destroy 7 years after procedures are superseded
171.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures.	Destroy 2 years after procedures are superseded

Student Appointments

The activities associated with the appointment of students to positions within the school, such as Student Representative Council.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.374.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to student appointments such as Captains, Representative Committees etc., including appointment of members and any relevant election results. Includes: <ul style="list-style-type: none"> • school councils; • student councils; • prefect boards. 	Destroy 2 years after action completed

Student Attendance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.190.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to student attendance. Includes class roll but excludes aggregate reports.	Retain as Territory Archives
171.190.002 ■■■■■■■■■■■■■■■■■■■■	Any data and aggregate reporting generated from the student attendance records presented by any sub-category such as key learning area, school, school district and Territory-wide etc. including: <ul style="list-style-type: none"> • all students; • disabilities; • gender; • country or rural areas; • backgrounds of poverty or low social status; • Aboriginal or Torres Strait Islander heritage; • language background is other than English; • gifted / talented students; • similarly specified groupings. 	Destroy 2 years after action completed
171.190.003 ■■■■■■■■■■■■■■■■■■■■	Attendance lists for examinations or events.	Destroy 2 years after action completed
171.190.004 ■■■■■■■■■■■■■■■■■■■■	Records of correspondence relating to absenteeism.	Destroy 6 months after action completed

Student Certificates

The activity of managing documents presented to a student on successful completion of a program of study, providing evidence of academic achievement, such as year 10 and 12 certificates.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.372.001 ■■■■■■■■■■■■■■■■■■■■	School copy of certificate, statements of achievement (e.g. Year 10, Year 12 certificates and similar).	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later

Student Excursions

The activities associated with the planning, approval, management etc of trips, visits or tours undertaken school groups.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.373.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to overseas excursions by both students and teachers that proceed. Includes: <ul style="list-style-type: none">• applications;• supporting documentation;• requests for financial assistance.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
171.373.002 ■■■■■■■■■■■■■■■■■■■■	Excursion records. Includes: <ul style="list-style-type: none">• advice to parents/caregivers;• approval letters;• permission forms including student details;• movement requisitions for teachers;• administrative;• travel details.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
171.373.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to organisation of school camps. Includes: <ul style="list-style-type: none">• advice to parents/caregivers;• costs;• approval letters;• administrative;• travel details.	Destroy 5 years after action completed

Student Excursions (Continued)

The activities associated with the planning, approval, management, etc. of trips, visits or tours undertaken school groups.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.373.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to excursions by both students and teachers that do not proceed. Includes: <ul style="list-style-type: none">• applications;• supporting documentation;• requests for financial assistance.	Destroy 2 years after action completed

Student Identification

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.192.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision or replacement of student identification cards/documents.	Destroy 3 years after action completed
171.192.002 ■■■■■■■■■■■■■■■■■■■■	Statutory declarations or other forms completed by students for replacement student identification card.	Destroy 2 years after action completed
171.192.003 ■■■■■■■■■■■■■■■■■■■■	Applications for a student identification card.	Destroy 1 year after authority expires

Student Misconduct

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.348.001 ■■■■■■■■■■■■■■■■■■■■	Records documentation agency investigations of student misconduct that result in disciplinary action being taken. Includes appeals against the decision.	Destroy 7 years after action completed
171.348.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting investigation of misconduct that are unsubstantiated.	Destroy 2 years after investigation is completed

Student Transcripts

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.193.001 ■■■■■■■■■■■■■■■■■■■■	A student's academic transcript/final results.	Retain as Territory Archives
171.193.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to requests for and the administration of academic transcripts. Includes: <ul style="list-style-type: none">• authority to release results;• applications for official transcripts;• unofficial transcripts;• results notice.	Destroy 2 years after action completed

Student Work Placements

The activity of arranging work experience for students. Includes the management of potential employers.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.376.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to student work experience placements. Includes: <ul style="list-style-type: none">• registration of placements;• work experience agreement forms;• work placement offers;• workplace responses;• work experience applications;• teacher evaluation forms;• employers reports.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later

Submissions (Continued)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.102.006 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the Territory or country. Includes submissions concerning administrative matters. <i>[For Cabinet submissions concerning matters of lesser importance, use GOVERNMENT RELATIONS – submissions.]</i>	Destroy 2 years after action completed
171.102.007 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance. <i>[For working papers developing Cabinet submissions relating to matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i>	Destroy 6 months after action completed

Suggestions

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.103.001 ■■■■■■■■■■■■■■■■■■■■	Suggestions received from the public relating to the student administration function. <i>[For feedback received from the public, use STUDENT ADMINISTRATION – Public Reaction.]</i>	Destroy 3 years after action completed

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STUDENT ADMINISTRATION

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

Addresses (presentations)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

Advice

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Apprentices/Trainees

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.180.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting commencement, completion or partial completion of traineeships and apprenticeships. Includes: <ul style="list-style-type: none">• certificates;• qualifications;• certificates of competence;• statements of attainment;• training contracts / agreements.	Retain as Territory Archives
171.180.002 ■■■■■■■■■■■■■■■■■■■■	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
171.180.003 ■■■■■■■■■■■■■■■■■■■■	Pre-training package validation of apprenticeship qualifications. Includes Declared Vocations.	Retain as Territory Archives

Research

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 business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the student administration function.	Retain as Territory Archives

Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives

Student Attendance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.190.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to student attendance. Includes class roll but excludes aggregate reports.	Retain as Territory Archives

Student Transcripts

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.193.001 ■■■■■■■■■■■■■■■■■■■■	A student's academic transcript/final results.	Retain as Territory Archives

Submissions

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

Entry No.	Description of Records	Disposal Action
171.102.001 ■■■■■■■■■■■■■■■■■■■■	<p>Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.</p> <p><i>[For Cabinet submission regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i></p>	Retain as Territory Archives
171.102.002 ■■■■■■■■■■■■■■■■■■■■	<p>Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.</p> <p><i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i></p>	Retain as Territory Archives
171.102.003 ■■■■■■■■■■■■■■■■■■■■	<p>Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.</p>	Retain as Territory Archives