

Function/Activity	Description	GDA	Retention Description	Retention Period
ACCOMMODATION SERVICES	The provision of accommodation either through residential colleges or residential placements where the accommodation service is provided directly by the university or where, for other reasons (such as contractual agreements), the university has a right to control of the records. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-8.0.0		
ACCOMMODATION SERVICES - Halls of residence/ residential colleges	The service of providing accommodation through halls of residence or residential colleges.	GDA23-8.1.0		
ACCOMMODATION SERVICES - Halls of residence/ residential colleges	Records relating to students and other residents.	GDA23-8.1.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
ACCOMMODATION SERVICES - Halls of residence/ residential colleges	Records relating to routine administrative activities of the college/ hall of residence, such as catering.	GDA23-8.1.2	Retain until no longer required for business or administrative purpose, then destroy.	NAP
ACCOMMODATION SERVICES - Placement services	The service of providing accommodation through matching students with private accommodation such as boarding houses.	GDA23-8.2.0		
ACCOMMODATION SERVICES - Placement services	Records relating to the provision of accommodation placement services.	GDA23-8.2.1	Retain until no longer required for business or administrative purpose, then destroy.	NAP
ADMISSION	The process of applying for entry to a course or subject offered by the university. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-9.0.0		
ADMISSION - Applications/ Offers	Applications/offers for admission to any course of study offered by the university (including: under-graduate and post-graduate courses; short courses; bridging courses/programs; non-award applications). This activity also relates to special applications such as mature age students. See STUDENT EXCHANGE for student exchange programs.	GDA23-9.1.0		
ADMISSION - Applications/ Offers	Records relating to offers and applications which are successful and accepted. Examples of records: application forms and supporting documents; offers of places; copies of Universities Admissions Centre (UAC) applications; interview records; entry examinations; and correspondence. Note: Where these records are batched together a cautious approach will need to be taken in estimating appropriate graduation/completion dates for the students.	GDA23-9.1.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ADMISSION - Applications/ Offers	Records relating to offers that are not accepted.	GDA23-9.1.2	Retain for minimum of 3 years from date of offer, then destroy.	03Y
ADMISSION - Applications/ Offers	Records relating to applications which are unsuccessful. Examples of records: application forms and supporting documents; copies of Universities Admissions Centre (UAC) applications; interview records; entry examinations; and correspondence.	GDA23-9.1.3	Retain until appeal period has expired or minimum of 6 months after action completed, whichever is longer, then destroy.	06M
ANATOMY MANAGEMENT	The management and use of bodies, body parts or specimens for research or teaching purposes.	GDA23-20.0.0		
ANATOMY MANAGEMENT - Anatomy licences		GDA23-20.1.0		
ANATOMY MANAGEMENT - Anatomy licences	Records relating to licenses for conducting the study and practice of anatomy. Examples of records: licenses; and applications. See also <i>Anatomy Act 1977 s.6</i> .	GDA23-20.1.1	Retain for minimum of 1 year after licence expires, then destroy.	01Y
ANATOMY MANAGEMENT - Body registers		GDA23-20.2.0		
ANATOMY MANAGEMENT - Body registers	Registers of bodies or specimens held by licensed schools of anatomy. See also <i>Anatomy Act 1977 s.10</i> .	GDA23-20.2.1	Retain for minimum of 5 years after date of transfer or disposal of body or specimen, then destroy.	05Y
ANATOMY MANAGEMENT- Maintenance and management	The acquisition, storage, maintenance and management of bodies or body parts used for research or teaching purposes. This may also include transfer and disposal.	GDA23-20.3.0		
ANATOMY MANAGEMENT- Maintenance and management	Records relating to the acquisition, storage, maintenance and management of bodies, specimens or body parts. Note: Details regarding the transfer or disposal of bodies or body parts should be recorded in the body registers as required under s.11(3) and s.12(4) of the Anatomy Act 1977 (updated 1999). This disposal class should only be used for disposing of any additional documentation relating to the transfer or disposal of bodies or body parts.	GDA23-20.3.1	Retain for minimum of 1 year after action completed, then destroy.	01Y

Function/Activity	Description	GDA	Retention Description	Retention Period
ANIMAL MANAGEMENT	Management of animals for use in teaching and research.	GDA23-21.0.0		
ANIMAL MANAGEMENT - Accreditation of research organisations	Organisations must be accredited for conducting research with animals. See also <i>Animal Research Act 1985 s.18</i> .	GDA23-21.1.0		
ANIMAL MANAGEMENT - Accreditation of research organisations	Records related to accreditation where successful. Example of records: Inspections of animal holdings; Records providing evidence of training of researchers; records of animal care and ethics committee membership details.	GDA23-21.1.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
ANIMAL MANAGEMENT - Accreditation of research organisations	Records related to unsuccessful applications for accreditation. Example of records: Inspections of animal holdings; Records providing evidence of training of researchers; records of animal care and ethics committee membership details.	GDA23-21.1.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
ANIMAL MANAGEMENT - Animal husbandry/farm management	The management of farm animals and agricultural areas.	GDA23-21.2.0		
ANIMAL MANAGEMENT - Animal husbandry/farm management	Records relating to the management of farm animals and agricultural areas.	GDA23-21.2.1	Retain until no longer required for reference or administrative purpose, then destroy.	
ANIMAL MANAGEMENT - Animal suppliers' licences	Organisations must hold a licence to supply animals for research.	GDA23-21.3.0		
ANIMAL MANAGEMENT - Animal suppliers' licences	Records related to applying for and/or holding an animal suppliers licence under Division 5 of the <i>Animal Research Act 1985</i> .	GDA23-21.3.1	Retain for minimum of 2 years after application made or licence issued, whichever is longer, then destroy.	02Y
ANIMAL MANAGEMENT - Annual reports		GDA23-21.4.0		
ANIMAL MANAGEMENT - Annual reports	Records relating to annual reporting, including annual reports to external bodies. See also <i>Animal Research Regulation 2005 s.27</i> .	GDA23-21.4.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
ANIMAL MANAGEMENT - Breeding and management		GDA23-21.5.0		
ANIMAL MANAGEMENT - Breeding and management	Records relating to the care, management and/or breeding of animals for research or teaching purposes. See also <i>Australian Code of Practice for Care and Use of Animals for Scientific Purposes. (NHMRC 2004)</i> .	GDA23-21.5.1	Retain at least until no longer required for administrative or reference purpose, then destroy.	
ANIMAL MANAGEMENT - Lethality tests	"... lethality test means an animal research procedure in which any material or substance is administered to animals for the purpose of determining whether any animals will die or how many animals will die." <i>Animal Research Act 1985 s.56A</i> .	GDA23-21.6.0		
ANIMAL MANAGEMENT - Lethality tests	Records relating to approvals for lethality tests. See also <i>Animal Research Regulation 2005 s.28, and Animal Research Act 1985 (NSW) s.56A</i>	GDA23-21.6.1	Retain for minimum of 7 years after application made, then destroy.	07Y
ANIMAL MANAGEMENT - Use of animals		GDA23-21.7.0		
ANIMAL MANAGEMENT - Use of animals	Records relating to applications for animal research authorities under <i>Animal Research Act 1985 s.25A, B and C</i> .	GDA23-21.7.1	Retain for minimum of 7 years after application made, then destroy.	07Y
ANIMAL MANAGEMENT - Use of animals	Records relating to applications for animal research authorities by independent researchers (ie non-university researchers) under s.25C <i>Animal Research Act 1985</i> . See also <i>Animal Research Regulation 2005 s.17</i> .	GDA23-21.7.2	Retain for minimum of 7 years after application made, then destroy.	07Y
ANIMAL MANAGEMENT - Veterinary clinic	Veterinary clinics for the treatment of research animals or external clients.	GDA23-21.8.0		
ANIMAL MANAGEMENT - Veterinary clinic	Records relating to the treatment of animals such as client files, consent forms, surgery records, pathology reports and post mortem reports.	GDA23-21.8.1	Retain for minimum of 2 years after treatment, then destroy.	02Y
ANIMAL MANAGEMENT - Veterinary clinic	Records relating to the provision of prescriptions for drugs and the use/storage of drugs such as drugs registers and prescriptions. See also <i>Poisons and Therapeutic Goods Regulation 2002 for further details on drugs registers and prescriptions</i> .	GDA23-21.8.2	Retain for minimum of 2 years after date of last entry or the date it was acted upon, then destroy.	02Y
ANIMAL MANAGEMENT - Veterinary clinic	Appointment registers.	GDA23-21.8.3	Retain for minimum of 1 year after last entry, then destroy.	01Y

Function/Activity	Description	GDA	Retention Description	Retention Period
CHILDCARE SERVICES	The provision of childcare services or centres where the service is provided directly by the university or where, for other reasons (such as contractual agreements), the university has a right to control of the records. Note: Records of child care services should be created and maintained in accordance with the requirements of the Children's Services Regulation 2004.	GDA23-10.0.0		
CHILDCARE SERVICES - Agreements	Processes associated with the establishment, maintenance, review and negotiation of agreements.	GDA23-10.1.0		
CHILDCARE SERVICES - Agreements	Records relating to the establishment, maintenance, review and negotiation of contracts and agreements for the provision of child care services	GDA23-10.1.1	Retain for minimum of 7 years after the agreement expires or last action, whichever is the longer, then destroy.	07Y
CHILDCARE SERVICES - Compliance	Activities associated with complying with legal, regulatory or quality etc standards or requirements	GDA23-10.2.0		
CHILDCARE SERVICES - Compliance	Records relating to the licensing of childcare centres or services operated by or within the university and compliance with licence requirements.	GDA23-10.2.1	Retain for minimum of 7 years after licence expires, then destroy.	07Y
CHILDCARE SERVICES - Policy & procedure	Activities relating to the development of policies and procedures by the childcare centre/s in relation to childcare services (including health, safety and developmental matters) Note: In instances of accidents, injuries or incidents evidence of policies and procedures in place at the time can be of significance in legal action subsequently arising and longer retention periods may be appropriate	GDA23-10.3.0		
CHILDCARE SERVICES - Policy & procedure	Policies and procedures relating to the health, safety and protection of children whilst in the care of the service	GDA23-10.3.1	Retain minimum of 7 years after policy or procedure is superseded, then destroy.	07Y
CHILDCARE SERVICES - Policy & procedure	Policies and procedures relating to routine operational or administrative matters	GDA23-10.3.2	Retain until superseded and no longer required for administrative, accreditation or reference purposes, then destroy.	NAP
CHILDCARE SERVICES - Provision of service	Activities relating to the provision of services for each child including enrolment, programs of development etc. See also <i>Children's Services Regulation 2004 for complete details of records required to be created and maintained by childcare services.</i>	GDA23-10.4.0		
CHILDCARE SERVICES - Provision of service	Personal records of each child. This includes records relating to the child's personal information, attendance, parental authorisations, approvals and permissions, contact details, special requirements, particulars of treatment to be given child or any medication administered to a child by a member of staff of the service, the nature and circumstances of any injury to or illness of a child whilst in the care of the service, complaints etc. See <i>Children's Services Regulation 2004 for details of records required to be created and maintained for each child.</i>	GDA23-10.4.1	Retain until the child reaches the age of 25 or 7 years after last action, whichever is the longer, then destroy.	07Y
CHILDCARE SERVICES - Provision of service	Learning and developmental plans for individual children. This includes records of documented observations concerning a child's interactions and developmental progress and learning and developmental plans for individual children.	GDA23-10.4.2	Retain for minimum of 1 year after child ceases to attend the service, then destroy.	01Y
CHILDCARE SERVICES - Provision of service	Records of daily or weekly routines and programs of activity.	GDA23-10.4.3	Retain for minimum of 1 year after superseded, then destroy.	01Y
CHILDCARE SERVICES - Provision of service	Records relating to the provision of places for childcare. Includes applications, records of interviews, acceptances of places, waiting lists etc.	GDA23-10.4.4	Retain for minimum of 1 year after placement is made or application withdrawn, then destroy.	01Y
CHILDCARE SERVICES - Provision of service	Records of routine administrative and support matters.	GDA23-10.4.5	Retain until no longer required for administrative use, then destroy.	NAP

Function/Activity	Description	GDA	Retention Description	Retention Period
COLLECTIONS MANAGEMENT	This relates to the management of collections of art, private records, museum specimens and other objects which are owned by the university, or on loan to the university. See LIBRARY MANAGEMENT for records relating to the management of library collections.	GDA23-1.0.0		
COLLECTIONS MANAGEMENT - Access	Records relating to access to collections. Examples of records, applications for access, access conditions and registers of access.	GDA23-1.1.1	Retain until no longer required for administrative or reference purposes, then destroy.	NAP
COLLECTIONS MANAGEMENT - Acquisitions	Records relating to the purchase or other means of acquisition (not including donation or loan) of items for a collection.	GDA23-1.2.1	Retain at least until collection item has been disposed of, then destroy.	
COLLECTIONS MANAGEMENT - Collection Control	Control records for collections such as: catalogues; inventories; electronic control systems; indexes; and registers.	GDA23-1.3.1	Retain until no longer required for administrative or reference purposes, then destroy.	NAP
COLLECTIONS MANAGEMENT - Conservation & Preservation	Records relating to general conservation and preservation activities such as temperature and humidity control and pest treatment for the storage areas.	GDA23-1.4.1	Retain until no longer required for reference purposes, then destroy.	NAP
COLLECTIONS MANAGEMENT - Conservation & Preservation	Records relating to conservation and preservation carried out directly to the item such as repairs, deacidification etc.	GDA23-1.4.2	Retain until the item is disposed of, then destroy.	
COLLECTIONS MANAGEMENT - Disposal	Records relating to the disposal of collection items.	GDA23-1.5.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
COLLECTIONS MANAGEMENT - Donations	The donation of items to the university. Records relating to contracts/agreements including intellectual ownership agreements.	GDA23-1.6.1	Retain for minimum of 7 years after item disposed of, then destroy.	07Y
COLLECTIONS MANAGEMENT - Exhibition management	Records relating to the planning and implementation of an exhibition/ display.	GDA23-1.7.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
COLLECTIONS MANAGEMENT - Exhibition Management	Exhibition catalogues	GDA23-1.7.2	Required as State archives	P
COLLECTIONS MANAGEMENT - Loans - in	Records relating to the loan agreement/contract.	GDA23-1.8.1	Retain for minimum of 10 years after action completed, then destroy.	10Y
COLLECTIONS MANAGEMENT - Loans - in	Records relating to the loan of collection items (excluding those relating to the loan agreement/contract).	GDA23-1.8.2	Retain until no longer required for reference purposes, then destroy.	NAP
COLLECTIONS MANAGEMENT - Loans - out	Records relating to the loan agreement/contract.	GDA23-1.9.1	Retain for minimum of 10 years after action completed, then destroy.	10Y
COLLECTIONS MANAGEMENT - Loans - out	Records relating to the loan of collection items (excluding those relating to the loan agreement/contract).	GDA23-1.9.2	Retain until no longer required for reference purposes, then destroy.	NAP
COMMERCIAL ACTIVITIES	Activities relating to the commercialisation of services and products. Note: records relating to training or other educational services offered as part of a consultancy, such as student records, curricula etc, should be dealt with in the same way as standard teaching and student administration records in this disposal authority. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure. GOVERNANCE – Establishment and/or incorporation of university and controlled entities for records relating to controlled entities established for commercial purposes.	GDA23-22.0.0		
COMMERCIAL ACTIVITIES - Commercialisation	Activities relating to commercialisation, including: products; services; curricula and supporting documentation; intellectual property. See also RESEARCH MANAGEMENT – Product management and GOVERNANCE – Establishment and/or incorporation of university and controlled entities for records relating to the governance of university companies and controlled entities.	GDA23-22.1.0		
COMMERCIAL ACTIVITIES - Commercialisation	Contracts, agreements and other formal arrangements. See also 22.1.5 for records relating to Intellectual Property	GDA23-22.1.1	Retain for minimum of 7 years after all terms and conditions of contract are satisfied, then destroy.	07Y
COMMERCIAL ACTIVITIES - Commercialisation	Records relating to the identification of and investigation into commercial ventures, including: identification of commercial opportunities; negotiations; expressions of interest.	GDA23-22.1.2	Retain for minimum of 2 years after action completed, then destroy.	02Y

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COMMERCIAL ACTIVITIES - Commercialisation	Records relating to the provision of services, products, etc.	GDA23-22.1.3	Retain for minimum of 7 years after action completed, then destroy.	07Y
COMMERCIAL ACTIVITIES - Commercialisation	Marketing of commercial products and services.	GDA23-22.1.4	Retain for minimum of 2 years after action completed, then destroy.	02Y
COMMERCIAL ACTIVITIES - Commercialisation	Records relating to the registration of patents, copyright and ownership of intellectual property where owned in part or completely by the university.	GDA23-22.1.5	Required as State archives	
COMMERCIAL ACTIVITIES - Register of commercial activities	See also GOVERNANCE – Strategic Management for government reporting records.	GDA23-22.3.0		
COMMERCIAL ACTIVITIES - Register of commercial activities	Register of commercial activities	GDA23-22.3.1	Retain for minimum of 7 years after superseded, then destroy.	07Y
COMMERCIAL ACTIVITIES - Consultancy services	The provision of professional services, sometimes in a competitive environment. Note: records relating to training or other educational services offered as part of a consultancy, such as student records, curricula, etc, should be dealt with in the same way as standard teaching and student administration records.	GDA23-22.2.0		
COMMERCIAL ACTIVITIES - Consultancy services	Records relating to consultancy activities, including the provision of services, where the tender/expressions of interest etc was successful and the required service was provided. Examples of records: registration; expressions of interest; tender documentation; contracts; agreements; administrative; and financial; progress reports; raw data; working papers; and inspection reports.	GDA23-22.2.1	Retain for minimum of 7 years after all terms and conditions of the contract completed, then destroy.	07Y
COMMERCIAL ACTIVITIES - Consultancy services	Records relating to consultancy activities where the tender/expressions of interest etc was unsuccessful or where the required service was not provided. Examples of records: registration; expressions of interest; tender documentation; contracts; agreements; administrative; and financial.	GDA23-22.2.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
COMMERCIAL ACTIVITIES - Consultancy services	Records relating to the provision of expert witness services by academic or other staff. Includes the provision of advice, opinions and testimony to courts, tribunals or to other judicial offices.	GDA23-22.2.3	Retain for minimum of 15 years after provision of the services, then destroy.	15Y
COMMERCIAL ACTIVITIES - Consultancy services	Records relating to advertising or promoting consultancy services and routine administration.	GDA23-22.2.4	Retain for minimum of 1 year after action completed, then destroy.	01Y
COMMITTEES				
COMMITTEES	Records relating to international committees where the organisation provides the state or national representative. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	GA28-01.00.01	Required as State archives	P
COMMITTEES	Records relating to inter-government committees where the organisation provides the State representative, e.g. Committees or Councils of State and national committees consisting of heads of government organisations, Ministers or statutory offices e.g. Solicitor Generals, Police Commissioners. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed. Note: Decisions concerning the disposal of the records of inter-governmental organisations, e.g. the Border Rivers Commission or the Murray Darling Basin Commission must involve consultation between the relevant State or Territory archival authorities. These records are outside of the scope of this authority and separate disposal authorisation must be sought from State Records.	GA28-01.00.02	Required as State archives	P

Function/Activity	Description	GDA	Retention Description	Retention Period
COMMITTEES	Records relating to inter-agency or external committees where (1) the organisation provides the secretariat and (2) the committee was established for the purposes of strategic planning or policy development and considers issues impacting on the core functions or responsibilities of the organisation. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed. Note: In the case of committees established to support collaboration or integrated service delivery, organisations should consider entries 1.0.3 and 1.0.4 carefully to decide which entry is the most appropriate given the terms of reference of the committee and its purpose and significance or influence of its decision making.	GA28-01.00.03	Required as State archives	P
COMMITTEES	Records relating to inter-agency or external committees where (1) the organisation does not provide the secretariat or (2) where the organisation provides the secretariat but the Committee considers operational matters or matters relating to administrative or non-core functions of the organisation. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed. Note: In the case of committees established to support collaboration or integrated service delivery, organisations should consider entries 1.0.3 and 1.0.4 carefully to decide which entry is the most appropriate given the terms of reference of the committee and its purpose. Note: There may be some records relating to inter-agency or external committees dealing with operational matters that warrant retention as State archives, particularly where the records of the committee document decision making with respect to the organisation's core functions or responsibilities or consideration of matters attracting significant public interest. This should be assessed as part of the development of an organisation's functional retention and disposal authority and where warranted the records of the relevant committee/s should be included in the organisation's own functional retention and disposal authority.	GA28-01.00.04	Destroy action completed	5Y
COMMITTEES	Records relating to internal committees established for strategic planning or policy development purposes which consider significant issues impacting on the core functions or responsibilities of the organisation. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	GA28-01.00.05	Required as State archives	P
COMMITTEES	Records relating to internal committees which form part of consultative arrangements with staff regarding working conditions, e.g. occupational health and safety committees, workplace relations committees. Records include: - records of the establishment of the committee, its terms of reference etc - records of nomination, appointment, resignation or termination of members - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	GA28-01.00.06	Destroy action completed	10Y

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COMMITTEES	Records relating to internal committees which consider operational matters and issues concerning the administrative or general operational support functions of the organisation. Excludes committees which form part of consultative arrangements with staff regarding working conditions or occupational health and safety issues. Records include: - records of the establishment of the committee, its terms of reference etc - records of nomination, appointment, resignation or termination of members - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed. Note: There may be some records relating to committees dealing with operational matters that warrant retention as State archives, particularly where the records of the committee document decision making by the organisation with respect to its core functions or responsibilities, e.g. the records of grants or funding committees where the organisation has a functional responsibility for the disbursement of significant amounts of funding to industry, community groups or a particular sector, e.g. the records of registration or approval committees or panels where the organisation has a responsibility for licensing the conduct of certain activities or the registration of certain professions. This should be assessed as part of the development of an organisation's functional retention and disposal authority and where warranted the records of the relevant committee/s should be included in the organisation's own functional retention and disposal authority. Note: Retention period is a minimum only and organisations should carefully consider whether the nature of these records would require a longer retention period.	GA28-01.00.07	Destroy action completed	5Y
COMMITTEES	Records relating to meetings of advisory or consultative committees, councils etc, i.e. committees consisting of external stakeholder representation, which advise on or oversee the operations of, or delivery of services in, an organisation or which provide advice to the Minister or Government on policy, priorities or strategy. Includes committees established by the organisation, committees required to be established by legislation or where the Premier or Minister establishes the committee and/or appoints its members. Records include: - records of the establishment of the committee, its terms of reference etc - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed - major publications, reports and discussion papers. Use the organisation's functional retention and disposal authority if the advisory committee produces additional records that are not covered by this entry or other relevant entries in this authority, e.g. records relating to the development or issue of industry standards, codes of practice or guidelines.	GA28-01.00.08	Required as State archives	P
COMMITTEES	Records relating to administrative arrangements for committee meetings. Records include: - meeting notifications - catering arrangements - venue bookings - accommodation and transport arrangements - related correspondence.	GA28-01.00.09	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS	The function of establishing rapport with the community and raising and maintaining the organisation's broad profile. See also <i>General Retention and Disposal Authority: Administrative Records</i> - COMMUNITY RELATIONS (GA28)	GDA23-2.0.0		
COMMUNITY RELATIONS - Acquisition	Records relating to the acquisition of services to support the conduct of community, public relations, marketing or public profile raising activities, e.g. newscuttings services, where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: - requests for quotes and orders - minutes or notes of meetings with service providers - performance and evaluation reports - related correspondence.	GA28-02.01.01	Destroy action completed	7Y
COMMUNITY RELATIONS - Addresses	Transcripts of final versions of addresses, speeches or papers delivered as part of lecture series held by organisation.	GA28-02.02.01	Required as State archives	P
COMMUNITY RELATIONS - Addresses	Transcripts of final versions of addresses delivered by the Minister in their capacity as Minister or as a representative of the Government.	GA28-02.02.02	Required as State archives	P
COMMUNITY RELATIONS - Addresses	Transcripts of final versions of addresses, speeches or papers delivered by members of governing bodies, chief or senior executives of the organisation at significant occasions or public events, including conferences.	GA28-02.02.03	Required as State archives	P
COMMUNITY RELATIONS - Addresses	Transcripts of addresses, speeches or papers delivered by non-executive staff members, or those given by executive staff members at occasions or public events not considered to be significant.	GA28-02.02.04	Destroy action completed	2Y
COMMUNITY RELATIONS - Addresses	Records relating to the drafting of addresses. Records include: - background research - draft versions of addresses.	GA28-02.02.05	Destroy administrative or reference use ceases	NAP

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COMMUNITY RELATIONS - Addresses	Audio, video or other recordings of addresses.	GA28-02.02.06	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements supporting the conduct of community, public relations, marketing or public profile raising activities, e.g. sponsorship agreements, agreements regarding the use of corporate logos, agreements relating to joint ventures. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders or parties to the agreement - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements. Note: In some cases agreements may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement, e.g. a contract to undertake research may specify how long the agent carrying out the research is required to retain the data on which research findings are based. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions.	GA28-02.03.01	Destroy See authorised action	
COMMUNITY RELATIONS - Alumni Relations	Records relating to membership details, including: master register of members, personal alumni details, notification of members detail changes, such as address, name	GDA23-2.1.1	Retain until no longer required for administrative or reference purposes. then destroy.	NAP
COMMUNITY RELATIONS - Alumni Relations	Records relating to alumni association promotions, events or activities.	GDA23-2.1.2	Retain until no longer required for administrative or reference purposes. then destroy.	NAP
COMMUNITY RELATIONS - Celebrations, ceremonies, functions	Key records relating to celebrations, ceremonies and functions of State significance or of major importance to the organisation, e.g. those marking major anniversaries of significant structures or events (Centenary of Federation, Sydney Harbour Bridge etc). Records include: - programs - guest lists - selected official photographs of the event - reports.	GA28-02.04.01	Required as State archives	P
COMMUNITY RELATIONS - Celebrations, ceremonies, functions	Key records relating to celebrations, ceremonies and functions that are not of State significance or of major importance to the organisation, e.g. receptions, openings and fundraising dinners. Records include: - programs - guest lists - official photographs of the event - reports.	GA28-02.04.02	Destroy action completed	5Y
COMMUNITY RELATIONS - Celebrations, ceremonies, functions	Records relating to administrative arrangements for all celebrations, ceremonies and functions, including arrangements for exhibition launches and the giving of addresses. Records include: - invitations and acceptances - catering arrangements - venue bookings - organisation of entertainment - accommodation and transport arrangements - related correspondence.	GA28-02.04.03	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Celebrations, ceremonies, functions	Records relating to awards, prizes or honours received by the organisation, e.g. tourism industry awards, Premier's awards. Records include: - correspondence concerning receipt of awards and presentation ceremonies - certificates of awards. Note: If the award is an object it is not a State record, and is not covered by this Authority. See COMMUNITY RELATIONS - Submissions for records relating to nominations or submissions for organisational awards.	GA28-02.04.04	Destroy action completed	5Y
COMMUNITY RELATIONS - Conferences	Final, approved versions of published or unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation. Includes inter-agency and government conferences.	GA28-02.05.01	Required as State archives	P
COMMUNITY RELATIONS - Conferences	Records relating to administrative arrangements for conferences, seminars or forums arranged by the organisation. Records include: - records of program development - invitations to speakers and responses - registrations - venue bookings - accommodation and transport arrangements - catering arrangements.	GA28-02.05.02	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Conferences	Records relating to addresses presented by employees at external conferences, seminars or forums. Note: If addresses are delivered by the Minister, members of governing bodies, chief or senior executives of the organisation at significant occasions or public events, including major conferences, use COMMUNITY RELATIONS - Addresses.	GA28-02.05.03	Destroy action completed	2Y
COMMUNITY RELATIONS - Conferences	Records relating to employee attendance at conferences or seminars held by other organisations for the purpose of delivering an address or otherwise participating in proceedings. Records include: - registration forms - programs - invitations.	GA28-02.05.04	Destroy administrative or reference use ceases	NAP

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Function/Activity	Description	GDA	Retention Description	Retention Period
COMMUNITY RELATIONS - Customer service	Final, approved versions of charters, standards or guarantees relating to the provision of services to clients.	GA28-02.06.01	Destroy superseded	2Y
COMMUNITY RELATIONS - Customer service	Records relating to the development and review of charters, standards or guarantees relating to the provision of services to clients. Records include: - background research - draft versions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, and/or other stakeholders.	GA28-02.06.02	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Customer service	Records relating to the administration of specialised customer services, e.g. help desks, websites, interpreters, services for disabled customers, outreach services etc.	GA28-02.06.03	Destroy action completed	2Y
COMMUNITY RELATIONS - Customer service	Contact details of clients, e.g. e-mail lists, address lists.	GA28-02.06.04	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Donations	Records relating to significant donations or bequests of money, items, artefacts or property that are of State significance, ongoing benefit or subject to public interest or debate.	GA28-02.07.01	Required as State archives	P
COMMUNITY RELATIONS - Donations	Records relating to donations or bequests of money, items, artefacts or property that are not of State significance, ongoing benefit or subject to public interest or debate. Includes records relating to donations of money or goods made by the organisation to other organisations, including charities.	GA28-02.07.02	Destroy See authorised action	
COMMUNITY RELATIONS - Donations	Records relating to the refusal of donations offered to the organisation.	GA28-02.07.03	Destroy action completed	2Y
COMMUNITY RELATIONS - Enquiries	Records relating to requests for and the handling of enquiries regarding routine information about the organisation and its services, e.g. hours of opening etc.	GA28-02.08.01	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Evaluation	Records relating to the evaluation of potential or existing community relations programs, services or initiatives. Records include: - surveys of customers regarding potential or existing services - analysis of services - reports on evaluations.	GA28-02.09.01	Destroy action completed	5Y
COMMUNITY RELATIONS - Exhibitions	Records relating to the organisation's participation in or mounting of exhibitions, displays and shows to promote or raise awareness of the organisation or of particular services or programs. Records include: - background research - exhibition briefs and designs - construction records - copies of records, information or research used as part of the exhibition - exhibition catalogues.	GA28-02.10.01	Destroy action completed	5Y
COMMUNITY RELATIONS - Fundraising	Records relating to fundraising campaigns, including: records of events/functions; records of campaigns	GDA23-2.2.1	Retain until no longer required for administrative or references purposes, then destroy.	NAP
COMMUNITY RELATIONS - Greetings	Records relating to the preparation and dispatch or receipt of letters of introduction, appreciation or condolence or greeting cards. Records include mailing lists for greetings, e.g. Christmas card lists.	GA28-02.11.01	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Joint ventures	Records relating to the joint ventures undertaken with other organisations (government or non-government) for the purposes of raising or maintaining the profile of the organisation or a particular service or program. Includes negotiations for joint ventures that do not proceed. Records include: - correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants - monitoring of arrangements - reporting on arrangements.Note: If the joint venture involves contracts or agreements, retain in accordance with retention period specified in COMMUNITY RELATIONS - AGREEMENTS.	GA28-02.12.01	Destroy action completed	5Y
COMMUNITY RELATIONS - Liaison	Records relating to liaison activities undertaken with professional associations, professionals in related fields, private sector organisations and community groups that are not joint ventures. Includes collaboration on projects, exchange of information and membership issues.Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. where nature of the liaison means that records are required for accountability purposes with respect to liaison activities and the nature of the information exchanged.	GA28-02.13.01	Destroy action completed	3Y
COMMUNITY RELATIONS - Liaison	Records relating to names and contact details of officers within other government departments or community organisations kept for the purposes of referral etc.	GA28-02.13.02	Destroy superseded	
COMMUNITY RELATIONS - Marketing	Records relating to campaigns or advertising to raise or maintain the organisation's public profile or to advertise a particular service, product, program or event. Records include: - marketing plans - publicity records regarding campaigns/advertising - promotional photographs and negatives used in campaigns/advertising - market research.	GA28-02.14.01	Destroy action completed	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
COMMUNITY RELATIONS - Marketing	Records relating to the development of promotional objects, e.g. souvenirs, and drafting of content of publications designed to promote or publicise aspects of the organisation's activities, e.g. posters, brochures, leaflets and published histories, or general promotional or explanatory information about the organisation and its services in pages on its website, including contact details. Records include background research, drafts and final, approved versions. Note: Promotional objects such as t-shirts, badges, banners etc are not generally considered to be records and their disposal is not covered by this authority. Records relating to their development, however, may be sentenced according to this entry. Note: One copy of each publication may be placed in the organisation's library. For an explanation of government requirements for access to published information including deposit requirements refer to Premier's Memorandum 2000-15. See COMMUNITY RELATIONS - Exhibitions for records relating to published exhibition catalogues.	GA28-02.14.02	Destroy See authorised action	
COMMUNITY RELATIONS - Marketing	Records relating to the process of seeking sponsorship or patronage. Records include: - reports and discussions analysing assets, existing sponsorship arrangements, potential sponsors and market opportunities - approaches to companies for strategic alliances or sponsorship arrangements.	GA28-02.14.03	Destroy action completed	5Y
COMMUNITY RELATIONS - Marketing	Records relating to sponsorship and patronage programs proceeded with. See the organisation's functional retention and disposal authority for records relating to major programs in areas that support core functions, e.g. major sponsorship or patronage programs for cultural institutions, zoos, etc.	GA28-02.14.04	Destroy See authorised action	5Y
COMMUNITY RELATIONS - Marketing	Records relating to sponsorship and patronage programs not proceeded with.	GA28-02.14.05	Destroy action completed	2Y
COMMUNITY RELATIONS - Marketing	Records relating to the administration of community-based gratuitous competitions/lotteries. Records include: - information on competition/lottery and rules - advertising - entry forms - notifications to winners. See the organisation's functional retention and disposal authority for records relating to competitions or lotteries that are not gratuitous. Note: A gratuitous competition/lottery is one where the lottery is not conducted to promote a trade or business, no participation fee is charged in connection with the lottery, there is no authorising permit, the total prize money is capped at a certain value (currently \$5000) and money prizes are not given. See Office of Liquor, Gaming and Racing, Fact Sheet 7: Gratuitous Lotteries [www.olgr.nsw.gov.au] for more information.	GA28-02.14.06	Destroy action completed	3M
COMMUNITY RELATIONS - Media relations	Final, approved versions of media releases issued by the organisation.	GA28-02.15.01	Required as State archives	P
COMMUNITY RELATIONS - Media relations	Records relating to administrative arrangements concerning the organisation's dealings with the media including the distribution of media releases, organisation of interviews and general media access.	GA28-02.15.02	Destroy action completed	2Y
COMMUNITY RELATIONS - Media relations	Copies of media items relating to the organisation's operations or events, functions etc hosted by or involving the organisation. Records include newscuttings, transcripts and electronic media items. See COMMUNITY RELATIONS - Acquisition for records relating to the acquisition of services such as newscutting services.	GA28-02.15.03	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Planning	Final, approved versions of community relations plans and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-02.16.01	Destroy See authorised action	5Y
COMMUNITY RELATIONS - Planning	Records relating to the development and review of the organisation's community relations plans. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-02.16.02	Destroy action completed	3Y
COMMUNITY RELATIONS - Policy	Final, approved versions of community relations policies, e.g. policies regarding marketing activities, advertising or sponsorship, community or media liaison, membership of professional associations etc, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-02.17.01	Destroy See authorised action	5Y
COMMUNITY RELATIONS - Policy	Records relating to the development and review of the organisation's community relations policies, e.g. policies regarding marketing activities, advertising or sponsorship, community or media liaison, membership of professional associations etc. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-02.17.02	Destroy action completed	3Y
COMMUNITY RELATIONS - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing the organisation's procedures regarding community relations, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-02.18.01	Destroy See authorised action	5Y
COMMUNITY RELATIONS - Procedures	Records relating to the development and review of the organisation's community relations procedures. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-02.18.02	Destroy action completed	3Y
COMMUNITY RELATIONS - Public Lectures	The activities associated with presenting lectures, seminars or presentations, which are outside of the teaching curriculum/short courses and may be attended by members of the community.	GDA23-2.3.0		

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Function/Activity	Description	GDA	Retention Description	Retention Period
COMMUNITY RELATIONS - Public Lectures	Records relating to organising the lectures, seminars or presentations. Including arrangements for program, venue, invitations to speak, advertising, bookings and catering.	GDA23-2.3.1	Retain until no longer required for administrative or reference purposes, then destroy.	NAP
COMMUNITY RELATIONS - Public Lectures	Transcripts of lectures, presentations and seminars.	GDA23-2.3.2	Retain until no longer required for administrative or reference purposes, then destroy.	NAP
COMMUNITY RELATIONS - Public reaction	Records relating to complaints or suggestions that require investigation or a specific response. Includes records of receipt, investigation and response and summary records facilitating the monitoring and tracking of complaints received and their handling, e.g. complaints registers. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-02.19.01	Destroy action completed	7Y
COMMUNITY RELATIONS - Public reaction	Records relating to complaints or suggestions that result in referral to another organisation or body for response or a routine response.	GA28-02.19.02	Destroy action completed	2Y
COMMUNITY RELATIONS - Reporting	Records relating to formal reports regarding community relations activities, programs or services. Records include: - background research, e.g. surveys of clients - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-02.20.01	Destroy action completed	
COMMUNITY RELATIONS - Reporting	Periodic internal reports on general administrative matters used to monitor and document recurring activities regarding community relations programs and services. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-02.20.02	Destroy action completed	3Y
COMMUNITY RELATIONS - Reviewing	Records relating to the review of community relations programs and services. Records include: - documents establishing the review - background research, e.g. client surveys - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final versions of approved reports - project or action plans.	GA28-02.21.01	Destroy action completed	5Y
COMMUNITY RELATIONS - Submissions	Records relating to successful and unsuccessful submissions to support proposed community, public relations, marketing or profile raising initiatives, including the submission of applications or nominations for awards offered by other organisations.	GA28-02.22.01	Destroy action completed	2Y
COMMUNITY RELATIONS - Visits	Records relating to visits made to the organisation by important community representatives or officials. Records include: - invitations - itineraries and programs - visit reports - records of security arrangements additional to standard security - accommodation and transport arrangements - letters of appreciation.	GA28-02.23.01	Destroy action completed	6Y
COMMUNITY RELATIONS - Visits	Records relating to visits or tours of the organisation by members of the general public, student groups, clients of the organisation, representatives of professional associations, community groups or other organisations. Records include: - arrangements for visits - reports of visits.	GA28-02.23.02	Destroy action completed	3Y
COMMUNITY RELATIONS - Visits	Summary records regarding visitor attendance etc, e.g. visitors books.	GA28-02.23.03	Destroy administrative or reference use ceases	NAP
COMMUNITY RELATIONS - Visits	Records relating to visits made by the organisation's employees to other organisations (e.g. community, business) or professional associations with the view of promoting the image or services of the organisation. See COMMUNITY RELATIONS - Addresses for records relating to addresses made by employees on visits to other organisations or the community.	GA28-02.23.04	Destroy action completed	2Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
COMPENSATION		GA28-03.01.00		
COMPENSATION - Advice	Records relating to compensation advice, not related to a specific case. Records include information regarding the results of court decisions impacting on the management of compensation generally, i.e. not relating to a specific case involving the organisation. Note: In some cases records may contain information that impacts on the organisation's policies and procedures and influences its response to compensation issues and cases and may need to be retained for longer periods.	GA28-03.01.01	Destroy administrative or reference use ceases	NAP
COMPENSATION - Claims	Records relating to an employee's claim for workers' compensation where an incident has resulted in serious personal injury or incapacity. Records include: - incident/injury records - notifications to insurer, employer's reports of injury and supporting documents - records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted - claims for compensation and other related documentation, e.g. statements of witnesses - records of acceptance or denial of claim from insurer - correspondence and advice regarding the case, e.g. from the insurer, employee, doctors, injury management advisor or WorkCover NSW, including minutes or notes of meetings - reports, e.g. progress reports, assessments - medical certificates and other medical reports - claim reviews - records of disputes, including medical disputes, and conciliation - records of the outcomes of appeals, e.g. orders - agreements between parties - records relating to payment by the insurer - records of acquisition of services of case managers - injury management plans for injured employee - rehabilitation providers' reports - details of vocational retraining or workplace adjustment if required - medical certificates and reports - return to work plans - records of disputes over injury management or return to work, and mediation - records regarding fitness to continue assessment and medical retirement. Note: A compensation claim can potentially be lodged at any time in the lifetime of the claimant. Note: if date of birth is unknown assume the person was 15 years at the time of the accident.	GA28-03.02.01	Destroy See authorised action	
COMPENSATION - Claims	Records relating to a claim for compensation in relation to an incident resulting in the death of an employee.	GA28-03.02.02	Destroy See authorised action	
COMPENSATION - Claims	Records relating to an employee's claim for workers' compensation where an incident has not resulted in death, serious personal injury or incapacity. Records include: - incident/injury records - notifications to insurer, employer's reports of injury and supporting documents - records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted - claims for compensation and other related documentation e.g. statements of witnesses - records of acceptance or denial of claim from insurer - correspondence and advice regarding the case, e.g. from the insurer, employee, doctors, injury management advisor or WorkCover NSW, including minutes or notes of meetings - reports, e.g. progress reports, assessments - medical certificates and other medical reports - claim reviews - records of disputes, including medical disputes, and conciliation - records of the outcomes of appeals, e.g. orders - agreements between parties - records relating to payment by the insurer - records of acquisition of services of case managers - injury management plans for injured employee - rehabilitation providers' reports - details of vocational retraining or workplace adjustment if required - medical certificates and reports - return to work plans - records of disputes over injury management or return to work, and mediation - records regarding fitness to continue assessment and medical retirement. Note: A compensation claim can potentially be lodged at any time in the lifetime of the claimant, but it is likely to occur within the retention period. Consideration may need to be given to retaining these records longer in some circumstances.	GA28-03.02.03	Destroy action completed	25Y
COMPENSATION - Claims	Records relating to compensation claims for personal injury made by members of the public, including work experience students and volunteers or other persons who are not employees. Records include: - incident/injury records - notifications to insurer, reports of injury and supporting documents - records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted - claims for compensation and other related documentation, e.g. statements of witnesses - records of acceptance or denial of claim from insurer - correspondence and advice regarding the case, including minutes or notes of meetings - reports, e.g. progress reports, assessments - medical certificates and other medical reports - claim reviews - records of disputes, including medical disputes, and conciliation - records of the outcomes of appeals, e.g. orders - agreements between parties - records relating to payment by the insurer. Note: These types of claims are dealt with under third party insurance through the insurer.	GA28-03.02.04	Destroy See authorised action	
COMPENSATION - Claims	Records relating to compensation claims for (a) damage to personal property or (b) loss suffered as a result of the organisation's actions. Records include copies of claims, reports and related correspondence.	GA28-03.02.05	Destroy See authorised action	

Function/Activity	Description	GDA	Retention Description	Retention Period
COMPENSATION - Claims	Routine activity reports sent from insurers to the organisation regarding premiums and claims made under their insurance policy. See OCCUPATIONAL HEALTH & SAFETY - Reviewing for records relating to the use of activity reports in analysis and performance review. See OCCUPATIONAL HEALTH & SAFETY - Risk management for records relating to risk management processes using activity reports.	GA28-03.02.06	Destroy administrative or reference use ceases	NAP
COMPENSATION - Compliance	Records relating to breaches of compensation compliance requirements that do not result in litigation, e.g. breaches of requirements for insurance or self insurer licence conditions etc. Includes penalties.	GA28-03.03.01	Destroy action completed	7Y
COMPENSATION - Insurance	Insurance policies taken out by the organisation to protect against risk of claims for personal injury or property damage, e.g. workers compensation insurance, professional indemnity insurance, including information provided for renewals. Note: The Workers Compensation Act 1987 states that policies should be retained until (a) there are no longer any workers in respect of whom the policy is in force, or (b) the policy is at least 7 years old, whichever occurs later (161(4)). This may also be a consideration for policies relating to other matters.	GA28-03.04.01	Destroy See authorised action	
COMPENSATION - Insurance	Records relating to the administration of insurance policies. Records include notices of renewals, advice on premiums payable etc.	GA28-03.04.02	Destroy action completed	1Y
COMPENSATION - Insurance	Records relating to obtaining a licence for the organisation to self-insure and/or manage its own compensation liabilities. Records include: - records regarding the application process and advice of its outcome - records of audits as part of the process of seeking accreditation.	GA28-03.04.03	Destroy See authorised action	
COMPENSATION - Policy	Final, approved versions of policies relating to the provision of compensation, rehabilitation and injury management, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Includes policies relating to return to work programs developed by the organisation and copies of the injury management program established by the insurer. Note: Evidence of policies in place at a particular time may be of relevance for future claims or legal action involving the organisation. This may be the case for some rehabilitation and injury management matters. Organisations should consider known or potential risks, which may be identified in risk assessments, when deciding if records of policies need to be retained for longer periods.	GA28-03.05.01	Destroy See authorised action	
COMPENSATION - Policy	Records relating to the development and review of the organisation's compensation, rehabilitation and injury management policies. Records include: - policy proposals - background research - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-03.05.02	Destroy action completed	5Y
COMPENSATION - Procedures	Final, approved versions of the organisation's manuals, handbooks and directives etc detailing approved procedures relating to the provision of compensation, rehabilitation and injury management, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Includes procedures relating to return to work programs developed by the organisation. Note: Evidence of procedures in place at a particular time may be of relevance for future claims or legal action involving the organisation. This may be the case for some rehabilitation and injury management matters. Organisations should consider known or potential risks, which may be identified in risk assessments, when deciding if records of procedures need to be retained for longer periods.	GA28-03.06.01	Destroy See authorised action	
COMPENSATION - Procedures	Records relating to the development and review of an organisation's compensation, rehabilitation and injury management procedures. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-03.06.02	Destroy action completed	5Y
COMPENSATION - Reviewing	Records relating to the review of the organisation's compensation, rehabilitation and injury management programs and operations. Records include: - documents establishing the review - background research, e.g. analysis of compensation and rehabilitation data and accident investigation outcomes to establish trends - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-03.07.01	Destroy action completed	5Y

Function/Activity	Description	GDA	Retention Description	Retention Period
CONTRACTING-OUT	Records relating to the hiring and use of consultants, contractors, vendors, suppliers, employees from external bureau services or the services of shared service providers. Records include: - determinations of the need for services - specifications and conditions of engagement - invitations and receipts of bids - letters of engagement - correspondence and negotiations, including minutes or notes of meetings with main stakeholders - draft versions of agreements containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - performance and evaluation reports - variations to agreements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement, e.g. a contract to undertake research may specify how long the agent carrying out the research is required to retain the data on which research findings are based. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	GA28-04.00.01	See authorised action See authorised action	
CONTRACTING-OUT	Summary records created to facilitate the management of consultants, contractors, vendors, suppliers or employees from external bureau services used by the organisation, e.g. registers of preferred contractors, contact details.	GA28-04.00.02	Destroy administrative or reference use ceases	NAP
COUNSELLING SERVICES	The provision of counselling services (does not include careers counselling) where the service is provided directly by the university or where, for other reasons (such as contractual agreements), the university has a right to control of the records. See STUDENT SERVICES – Careers Advice for records relating to careers advice/ counselling. GOVERNANCE – Policy and Procedure for records relating to policy and procedure. See also <i>General Retention and Disposal Authority: Administrative records for records relating to counselling staff as part of a disciplinary matter.</i>	GDA23-11.0.0		
COUNSELLING SERVICES -Counselling		GDA23-11.1.0		
COUNSELLING SERVICES -Counselling	Records relating to the provision of counselling services to individuals – where the person was 18 years or older at the date of last entry in the record. Examples of records: registration records; Case files.	GDA23-11.1.1	Retain for minimum of 7 years after last entry in the record, then destroy.	07Y
COUNSELLING SERVICES -Counselling	Records relating to the provision of counselling services to individuals – where the person was less than 18 years old at the date of last entry in the record. Examples of records: registration records; case files.	GDA23-11.1.2	Retain at least until the person attains or would have attained the age of 25 years, then destroy.	
ENROLMENT	The process of registering/enrolling in a course or subject. Note: due to the wide variety of practices relating to what documents are placed on a student file it is not possible to cover these in one disposal class. To sentence student files it will be necessary to check what records are placed on the file, match those to the relevant disposal classes then apply the longest retention period to the whole file. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-12.0.0		
ENROLMENT - Administrative arrangements	Administrative arrangements for enrolments. This includes the preparations for and management of the enrolment process.	GDA23-12.1.0		
ENROLMENT - Administrative arrangements	Records relating to administrative arrangements for enrolments.	GDA23-12.1.1	Retain until no longer required for administrative purpose, then destroy.	NAP
ENROLMENT - Concessions	The arrangements for and the issuing of concession cards to students.	GDA23-12.2.0		
ENROLMENT - Concessions	Records relating to the arrangement and management of concessions for students (eg travel and movie theatre concessions). This includes consultation with the agency providing student concessions (eg travel).	GDA23-12.2.1	Retain a minimum of 1 year after action completed, then destroy.	01Y
ENROLMENT - Concessions	Records relating to the issuing of concession cards to students.	GDA23-12.2.2	Retain for minimum of 6 months after action completed, then destroy.	06M
ENROLMENT - Enrolling	The enrolment of students into a course or subject.	GDA23-12.3.0		
ENROLMENT - Enrolling	Records relating to the enrolment of students into a course or subject. Examples of records: enrolment forms; declarations signed by students (for example in which they agree to abide by university Acts, Regulations, by-laws, rules, policies, etc). related correspondence about eligibility Note: Where these records are batched an estimation will need to be made on the likely graduation/completion date for the majority of students.	GDA23-12.3.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06M

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ENROLMENT - Enrolling	Information received as a result of a criminal records check carried out by the university in relation to a student. Note: this does not include the record kept by the university that a criminal record check was carried out. See following entries for records concerning <i>working with children checks</i> .	GDA23-12.3.2	Retain in accordance with retention requirements as specified under agreements with information suppliers, or until no longer required for administrative use, then destroy.	
ENROLMENT - Enrolling	Records that a criminal record check has been carried out where a student consequently undertakes courses, subjects or units (including practicums). Note: This information is generally recorded on the student record system as a pre-requisite to enrolment in a subject/unit.	GDA23-12.3.3	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Enrolling	Information received as a result of working with children checks where a student undertakes courses, subjects or units (including practicums) involving contact with children. Examples of records: prohibited person declaration form; consent for working with children check; request to screening agency for working with children check; and notification of result of working with children check. See above for criminal record checks. Note: Where these records are batched together a cautious approach will need to be taken in estimating appropriate graduation/completion dates for the students.	GDA23-12.3.4	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Enrolling	Record that a working with children check has been completed where a student consequently undertakes courses, subjects, units or research (including practicums) involving contact with children. Note: This information is generally recorded on the student record system as a pre-requisite to enrolment in a subject/unit.	GDA23-12.3.5	Retain for minimum of 99 years after action completed, then destroy,	99Y
ENROLMENT - Enrolling	Records relating to working with children checks as a result of which a student is refused enrolment in a course, subject or unit (including practicums). Examples of records: prohibited person declaration form; consent for working with children check; request to screening agency for working with children check; and notification of result of working with children check.	GDA23-12.3.6	Retain for minimum of 1 year after action completed, then destroy.	01Y
ENROLMENT - Government fees	See also <i>General Retention and Disposal Authority</i> : Financial & Accounting Records- FINANCIAL MANAGEMENT – Accounting – Revenue for other records relating to fees. Records relating to government fees such as: HECS; HELP; eCAN. Examples of records: HECS payment option declaration forms; HELP records (includes: HECS-HELP, FEE-HELP; and OS-HELP).	GDA23-12.4.0		
ENROLMENT - Student Identification (ID)	The provision of student identification usually in the form of student ID cards, including university library cards.	GDA23-12.5.0		
ENROLMENT - Student Identification (ID)	Records relating to the provision of student identification.	GDA23-12.5.1	Retain for minimum of 6 months after action completed, then destroy.	06M
ENROLMENT - Student Identification (ID)	Supporting documentation received as part of process of provision of student identification.	GDA23-12.5.2	Retain until no longer required for reference or administrative purposes, then destroy.	NAP
ENROLMENT - Variation of program	Variation of the courses or subjects a student is enrolled in. This includes deferment, discontinuation and exemptions.	GDA23-12.6.0		
ENROLMENT - Variation of program	Records relating to: advanced standing; course transfers; deferment; discontinuation; exemptions or credit transfer; related correspondence about eligibility. Note: Where these records are batched an estimation will need to be made on the likely graduation/completion date for the majority of students.	GDA23-12.6.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Variation of program	Records relating to additions or deletions of subjects/courses from a student program.	GDA23-12.6.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
ENROLMENT - Variation of program	Records of notification of change of name. Note: Where these records are batched an estimation will need to be made on the likely graduation/completion date for the majority of students.	GDA23-12.7.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Variation of program	Supporting documentation received as part of process of change of student name requests.	GDA23-12.7.2	Retain until no longer required for reference or administrative purposes, then destroy.	NAP
ENROLMENT - Variation of program	Records of notification of change of address.	GDA23-12.7.3	Retain until no longer required for reference or administrative purposes, then destroy.	NAP

Function/Activity	Description	GDA	Retention Description	Retention Period
ENROLMENT - Withdrawal	The formal withdrawal of a student from a course of study.	GDA23-12.8.0		
ENROLMENT - Withdrawal	Records relating to remission of debt/ re-credit of SLE (student learning entitlement).	GDA23-12.8.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Withdrawal	Records related to a withdrawal before census date.	GDA23-12.8.2	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
ENROLMENT - Withdrawal	Records provided to support a withdrawal from a course.	GDA23-12.8.3	Retain until no longer required for reference or administrative purposes, then destroy.	
EQUIPMENT & STORES		GA28-05.01.00		
EQUIPMENT & STORES - Acquisition	Records relating to the acquisition of equipment and stores where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: - formal requests for quotes and quotes received - business cases and/or approvals - orders - handover reports and goods inwards books - correspondence and negotiations, including minutes or notes of meetings or notes of discussions.	GA28-05.01.01	Destroy See authorised action	
EQUIPMENT & STORES - Acquisition	Records relating to investigations into the acquisition of equipment & stores not proceeded with.	GA28-05.01.02	Destroy administrative or reference use ceases	NAP
EQUIPMENT & STORES - Acquisition	Records relating to warranties and guarantees for equipment and stores.	GA28-05.01.03	Destroy See authorised action	
EQUIPMENT & STORES - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the provision or supply of equipment and stores that do not form part of contracting-out or tendering arrangements, e.g. servicing agreements. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders - drafts exchanged between parties - final, approved versions of agreements - reviews of agreements. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions.	GA28-05.02.01	Destroy See authorised action	
EQUIPMENT & STORES - Allocation	Records relating to the allocation of equipment and stores to organisational units.	GA28-05.03.01	Destroy action completed	2Y
EQUIPMENT & STORES - Allocation	Records relating to the allocation of equipment to individuals for their ongoing use.	GA28-05.03.02	Destroy See authorised action	
EQUIPMENT & STORES - Allocation	Records relating to the usage of equipment, e.g. bookings.	GA28-05.03.03	Destroy administrative or reference use ceases	NAP
EQUIPMENT & STORES - Arrangements	Records relating to arrangements for the delivery of equipment and stores to the organisation. Records include delivery dockets. Note: Organisations covered by the Corporations Act 2001 (Commonwealth) may be required to retain these records for a minimum of 7 years after end of financial year in which record was created. See EQUIPMENT & STORES - Acquisition for goods inward books.	GA28-05.04.01	Destroy See authorised action	
EQUIPMENT & STORES - Arrangements	Records relating to arrangements for the storage of non-hazardous equipment and stores within the organisation. Records include location management and stock control records. See PROPERTY MANAGEMENT - Maintenance for records relating to the storage, removal and off-site disposal of toxic or hazardous substances.	GA28-05.04.02	Destroy action completed	2Y
EQUIPMENT & STORES - Audit	Records relating to audits of the organisation's equipment and stores. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - records of remedial action.	GA28-05.05.01	Destroy action completed	6Y
EQUIPMENT & STORES - Claims	Records relating to insurance claims for damage and loss incurred to the organisation's equipment and stores.	GA28-05.06.01	Destroy See authorised action	
EQUIPMENT & STORES - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding the management or use of equipment and stores, e.g. compliance with Treasurer's Directions. Note: The retention period provided is a guideline only. Any records providing evidence of organisational compliance with statutory or mandatory operating requirements should be kept as long as the organisation has to account for its actions.	GA28-05.07.01	Destroy action completed	7Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
EQUIPMENT & STORES - Compliance	Records relating to registering, licensing or obtaining permits for the use of equipment and plant. Records include: - applications for registration or permit, renewals, cancellations or details regarding cancellation or suspension of permits, licences or registration - receipts for payment of fees (if relevant) - copies of permits, licences, certificates of registration - conditions of licensing or registration - applications for review of decisions regarding licensing or registration.	GA28-05.07.02	Destroy See authorised action	
EQUIPMENT & STORES - Disposal	Records relating to the disposal of equipment and stores, including leased equipment and stores, through any means including sale, transfer, auction, exchange, return or destruction. Records include: - written notices and related correspondence, e.g. to and from leasing companies - handover reports - assessments and certifications of value of goods - independent valuation certificates verifying work undertaken on assets prior to valuation - written quotes - approvals to proceed - auction, sale or transfer records - related correspondence.	GA28-05.08.01	Destroy See authorised action	
EQUIPMENT & STORES - Evaluation	Records relating to investigations undertaken to determine the organisation's requirements for equipment or stores. Records include: - assessments of whole-of-government solutions, i.e. period contracts, buyers guides, endorsed suppliers - justifications of decisions on how to proceed - records of the development and issue of specifications and/or business cases - records of the evaluation and selection of storage areas. Also includes records relating to evaluation and monitoring undertaken for existing equipment.	GA28-05.09.01	Destroy action completed	2Y
EQUIPMENT & STORES - Installation	Records relating to the installation and configuration of equipment and plant that does not involve structural changes to premises or sites of installation.	GA28-05.10.01	Destroy See authorised action	
EQUIPMENT & STORES - Insurance	Insurance policies covering equipment and stores including information provided for renewals and summary records facilitating the management of policies, e.g. registers of insurance policies. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-05.11.01	Destroy See authorised action	
EQUIPMENT & STORES - Insurance	Records relating to the administration of insurance policies. Records include notices of renewals, advice on premiums payable etc.	GA28-05.11.02	Destroy action completed	1Y
EQUIPMENT & STORES - Leasing	Records relating to the administration and management of leased equipment, including: - signed copies of lease agreements - reports received from leasing companies.	GA28-05.12.01	Destroy See authorised action	
EQUIPMENT & STORES - Leasing	Records relating to leasing which is not proceeded with.	GA28-05.12.02	Destroy action completed	2Y
EQUIPMENT & STORES - Leasing-out	Records relating to arrangements for leasing-out the organisation's equipment or stores to other organisations. Records include signed copies of lease agreements.	GA28-05.13.01	Destroy See authorised action	
EQUIPMENT & STORES - Leasing-out	Records relating to leasing-out which is not proceeded with.	GA28-05.13.02	Destroy action completed	2Y
EQUIPMENT & STORES - Maintenance	Records relating to tests, repairs, maintenance, inspections, commissioning or alteration of plant and equipment that are relevant to controlling risks associated with the use or operation of that particular item of plant or equipment. Remarks: Occupational Health & Safety Regulation 2001, s.143(1), requires that 'an employer who has control of any plant of a kind specified in the Table to clause 131 (Plant for which records are to be kept) must make and keep for the operating life of the plant records of any tests, maintenance, inspections, commissioning or alteration of plant relevant to controlling risks arising from the plant.'	GA28-05.14.01	Destroy See authorised action	
EQUIPMENT & STORES - Maintenance	Records relating to tests, repairs, maintenance inspections, commissioning or alteration of plant and equipment not relating to controlling risks associated with a particular item of plant or equipment.	GA28-05.14.02	Destroy action completed	2Y
EQUIPMENT & STORES - Policy	Final, approved versions of the organisation's policies relating to the acquisition, disposal, use and maintenance of equipment and stores and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Note: There may be some policies relating to the acquisition or disposal of equipment that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-05.15.01	Destroy See authorised action	
EQUIPMENT & STORES - Policy	Records relating to the development and review of the organisation's policies relating to the acquisition, disposal, use and maintenance of equipment and stores. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-05.15.02	Destroy action completed	3Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
EQUIPMENT & STORES - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing procedures regarding the acquisition and disposal, use and maintenance of equipment and stores and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: There may be some procedures relating to the acquisition or disposal of equipment that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-05.16.01	Destroy See authorised action	
EQUIPMENT & STORES - Procedures	Records relating to the development and review of procedures regarding the acquisition, disposal, use and maintenance of equipment and stores. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-05.16.02	Destroy action completed	3Y
EQUIPMENT & STORES - Procedures	Operating manuals and instructions for equipment or plant. See OCCUPATIONAL HEALTH & SAFETY - Procedures for records relating to procedures addressing safety issues for the use of equipment or plant.	GA28-05.16.03	See authorised action See authorised action	
EQUIPMENT & STORES - Reporting	Records relating to formal external reports regarding equipment and stores. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-05.17.01	Destroy action completed	7Y
EQUIPMENT & STORES - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities, e.g. statistics monitoring usage of equipment and stores. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-05.17.02	Destroy action completed	3Y
EQUIPMENT & STORES - Reviewing	Records relating to the review of items of equipment and stores and of systems and processes associated with their acquisition, disposal, maintenance etc. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-05.18.01	Destroy action completed	5Y
EQUIPMENT & STORES - Security	Records relating to the loss of or damage to equipment and stores. Records include investigations into theft or intentional damage and referral of alleged incidents to law enforcement authorities. See FINANCIAL MANAGEMENT - Corruption for records relating to misappropriations of funds.	GA28-05.19.01	Destroy action completed	7Y
EQUIPMENT & STORES - Security	Records relating to combinations and/or control of keys for accessing items of equipment or plant, including safes or filing cabinets. Records include registers recording details of the issue of keys etc.	GA28-05.19.02	Destroy superseded	
EQUIPMENT & STORES - Stocktake	Records relating to the inventory and stocktake of equipment and stores. Includes examining, counting and valuing equipment and stores. Records include: - stock/stores control records - stock reconciliations - stocktake reports - stocktaking sheets/records. Remarks: Retention period incorporates Treasurer's Directions 1/88, 404.01 which recommends that these records should be maintained for 2 years after the date of examination of the latest entry by audit. Note: If the organisation is covered by the Commonwealth Corporations Act 2001, these records should be retained for a minimum of 7 years after end of financial year in which record was created.	GA28-05.20.01	Destroy action completed	2Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
ESTABLISHMENT		GA28-06.01.00		
ESTABLISHMENT - Evaluation	Records relating to the evaluation of positions against existing or planned organisational structures to support corporate requirements and resource needs.	GA28-06.01.01	Destroy action completed	5Y
ESTABLISHMENT - Planning	Final, approved versions of plans for the structure/establishment of sections or business units and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-06.02.01	Destroy See authorised action	
ESTABLISHMENT - Planning	Records relating to the development and review of plans for the structure/establishment of sections or business units. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-06.02.02	Destroy action completed	3Y
ESTABLISHMENT - Policy	Final, approved versions of establishment policies, e.g. policies regarding classification and grading of positions, establishment and review of positions etc, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-06.03.01	Destroy See authorised action	
ESTABLISHMENT - Policy	Records relating to the development and review of establishment policies, e.g. policies regarding classification and grading of positions, establishment and review of positions etc. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-06.03.02	Destroy action completed	3Y
ESTABLISHMENT - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing the organisation's establishment procedures, e.g. procedures regarding classification and grading of positions, establishment and review of positions etc, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-06.04.01	Destroy See authorised action	
ESTABLISHMENT - Procedures	Records relating to the development and review of manuals, handbooks, directives etc detailing the organisation's establishment procedures, e.g. procedures regarding classification and grading of positions, establishment and review of positions etc. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-06.04.02	Destroy action completed	3Y
ESTABLISHMENT - Reporting	Records relating to formal reports regarding the establishment or review of organisational structures. Records include: - background research - draft versions of reports containing significant changes/ alterations or formally circulated for comment - final, approved versions of reports.	GA28-06.05.01	Destroy action completed	7Y
ESTABLISHMENT - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding the establishment or review of organisational structures. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-06.05.02	Destroy action completed	3Y
ESTABLISHMENT - Restructuring	Records relating to the establishment of new organisational structures, or to the review of existing structures and programs which result in significant changes to core functional areas or the organisation as a whole, e.g. in the event of an amalgamation or change to or transfer of functional responsibilities. Records include: - background research - copies of instruments giving effect to machinery of government changes - draft versions of reports containing substantial changes/alterations or formally circulated for comment - final, approved versions of proposals concerning changes - final, approved versions of organisational charts resulting from the restructure.	GA28-06.06.01	Required as State archives	P
ESTABLISHMENT - Restructuring	Records relating to the review of existing structures and programs which do not result in significant changes to core functional areas or the organisation as a whole. Records include: - background research - copies of instruments giving effect to machinery of government changes - draft versions of reports containing substantial changes/alterations or formally circulated for comment - final, approved versions of proposals concerning changes. - final, approved versions of organisational charts resulting from the restructure.	GA28-06.06.02	Destroy action completed	5Y
ESTABLISHMENT - Variations	Records relating to the creation, variation, abolition or transfer of positions and assigned duties. Records include: - proposals and authorisations for creation, variation or abolition - minutes or notes of meetings regarding the parameters of new positions or changes to existing positions - position descriptions and statements of duty. Note: Signed copies of position descriptions or statements of duties should be retained for longer periods. Note: These records should be retained as long as they are required to validly support the position. 'Action completed' can be interpreted as when the position is altered, varied or abolished.	GA28-06.07.01	Destroy action completed	7Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
ESTABLISHMENT - Variations	Records relating to varying positions and assigned duties when the changes are not proceeded with.	GA28-06.07.02	Destroy action completed	2Y
FINANCIAL MANAGEMENT		GA28-07.01.00		
FINANCIAL MANAGEMENT - Accounting	Records documenting the organisation's financial transactions. Includes revenue, expenditure, debt recovery and deposits.	GA28-07.01.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Accounting	Records relating to the establishment and management of bank accounts. Includes the closure of accounts.	GA28-07.01.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Accounting	Records relating to bonds or bank guarantees/securities.	GA28-07.01.03	See authorised action See authorised action	
FINANCIAL MANAGEMENT - Accounting	Records relating to the management of incidental benefits received by employees in the course of their official duties, e.g. frequent flyer points.	GA28-07.01.04	Destroy action completed	7Y
FINANCIAL MANAGEMENT - Accounting	Records relating to the assessment and payment of taxation. Includes income tax, fringe benefits tax (FBT), goods and services tax (GST), sales tax, payroll tax, fuel tax and pay as you go (PAYG) withholding. Records include: - tax assessments - business activity statements - tax invoices.Note: If the records form the primary record of the organisation's financial transactions they should be retained as per class 7.1.1 above.Note: Organisations covered by the Corporations Act 2001 (Commonwealth) may be required to retain these records for a minimum of 7 years after end of financial year in which record was created.	GA28-07.01.05	Destroy See authorised action	
FINANCIAL MANAGEMENT - Accounting	Records relating to handling money and managing the organisation's finances which are not the primary record of the organisation's financial transactions.	GA28-07.01.06	Destroy See authorised action	
FINANCIAL MANAGEMENT - Accounting	Records relating to the organisation's chart of accounts.	GA28-07.01.07	Destroy administrative or reference use ceases	NAP
FINANCIAL MANAGEMENT - Advice	Records relating to the provision or receipt of detailed and significant financial advice to executive or senior management, the Minister or other NSW bodies regarding external financial and annual reporting requirements. Includes detailed and high level advice on the application of specific accounting standards and policies, financial or annual reporting legislation and accounting treatments.	GA28-07.02.01	Required as State archives	P
FINANCIAL MANAGEMENT - Advice	Records relating to advice received from organisations regarding new developments and issues warranting supplementary or new appropriation funding, including records of funding/enhancement bids etc.	GA28-07.02.02	Required as State archives	P
FINANCIAL MANAGEMENT - Advice	Records relating to advice regarding general financial management and accounting practices including financial advice concerning routine operational matters, e.g. wage cases, property matters.	GA28-07.02.03	Destroy action completed	10Y
FINANCIAL MANAGEMENT - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding management of the organisation's financial resources, e.g. credit card contracts. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions.	GA28-07.03.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Allocation	Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations.	GA28-07.04.01	Destroy action completed	10Y
FINANCIAL MANAGEMENT - Asset register	Registers documenting the assets and/or accountable items in the possession of the organisation.Note: With paper-based registers, retain minimum of 7 years after last item entered has been disposed of, then destroy. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-07.05.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Audit	Records relating to audits of the organisation's accounts or financial management records, systems and processes which: - identify serious misuse or wastage of public money - set a precedent, and/or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports - records of remedial action.	GA28-07.06.01	Required as State archives	P
FINANCIAL MANAGEMENT - Audit	Records relating to audits of the organisation's accounts or financial management records, systems and processes which do not: - identify serious misuse or wastage of public money - set a precedent, and/or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports - records of remedial action.	GA28-07.06.02	Destroy action completed	6Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
FINANCIAL MANAGEMENT - Authorisation	Records relating to approvals and authorisations for travel or reimbursement of expenses etc for personnel or others.	GA28-07.07.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Budgeting	Budget estimates, including estimates for expenditure on new policy proposals or programs, and supporting documents prepared for external approval, e.g. by the organisation's parent department or Minister. Includes variations on estimates.	GA28-07.08.01	Required as State archives	P
FINANCIAL MANAGEMENT - Budgeting	Records relating to the development and review of budget estimates. Records include: - budget estimates and supporting documents prepared for internal use - calculations and costings for annual, forward, draft, revised and additional estimates - <u>submissions from business units or offices within the organisation.</u>	GA28-07.08.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Budgeting	Records relating to the organisation's spending progress or revenue collection against allocations within the budget estimates.	GA28-07.08.03	Destroy See authorised action	
FINANCIAL MANAGEMENT - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding financial management, e.g. registration of Australian Business Number (ABN), Australian Company Number (ACN), Data Universal Numbering System Number (DUNS), accounting standards. Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	GA28-07.09.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Corruption	Records relating to specific instances of theft, fraud, misappropriation or negligence. Includes: - actual, attempted or suspected fraud, theft, misappropriation or negligence - doubtful debts - irrecoverable revenue, debts and overpayments - recovery of debt - waivering of debt - write offs - deficiencies/losses. Records include: - reports of investigations - records documenting liaison with external authorities.	GA28-07.10.01	Destroy action completed	10Y
FINANCIAL MANAGEMENT - Corruption	Records relating to financial management arrangements supporting the organisation's fraud control plan.	GA28-07.10.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Evaluation	Records relating to the evaluation of potential and existing financial management programs, systems and services.	GA28-07.11.01	Destroy action completed	5Y
FINANCIAL MANAGEMENT - Financial statements	Records relating to the preparation and review of financial statements and summaries. Includes annual statements of assets and liabilities, balance sheets, profit and loss statements, operating statements of financial position and cash flow statements. Records include: - final, signed off statements - working papers and supporting documents needed to explain the methods by which financial statements are made up and adjustments to be made in preparing financial statements. Note: When financial statements and summaries are presented to financial and other committees and placed on file, they should be disposed of in accordance with the relevant entries under COMMITTEES (GA28, 1.0.0).	GA28-07.12.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Financial statements	Periodic interim financial statements and summaries prepared for management on a regular basis, e.g. weekly or monthly.	GA28-07.12.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Planning	Final, approved versions of plans for the management of the organisation's financial services, including economic appraisals etc, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-07.13.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Planning	Records relating to the development and review of plans for the management of the organisation's financial services, including economic appraisals etc. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-07.13.02	Destroy action completed	3Y
FINANCIAL MANAGEMENT - Policy	Records relating to the organisation's policies for the management of financial resources, including policies on treasury management and accounting. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc - final, approved versions of policies - associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-07.14.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Procedures	Records relating to manuals, handbooks, directives etc detailing the organisation's procedures for the management of financial resources, including procedures for treasury management and accounting. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc. - final, approved versions of procedures - associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-07.15.01	Destroy See authorised action	

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Function/Activity	Description	GDA	Retention Description	Retention Period
FINANCIAL MANAGEMENT - Reporting	Records relating to reports regarding the management of the organisation's finances, e.g. reports to Treasury on yearly premium renewals for insurance policies. Records include: - background research - records relating to the outcomes of consultation with employees, unions, other stakeholders etc - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-07.16.01	Destroy action completed	7Y
FINANCIAL MANAGEMENT - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding financial management programs and services. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-07.16.02	Destroy action completed	3Y
FINANCIAL MANAGEMENT - Reviewing	Records relating to the review of financial programs and services. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-07.17.01	Destroy action completed	5Y
FINANCIAL MANAGEMENT - Salaries	Records documenting the payment of wages to employees.Note: WorkCover NSW advises that wages consist of total gross earnings (before tax deductions) and some other payments, including:-salary or wages-overtime, shift and other allowances-over-award payments-bonuses and commissions-payments for sick leave, public holidays and the associated leave loadings-the value of any substitutes for cash-employer superannuation contributions-the grossed-up value of fringe benefits-long service leave payments-termination payments-trust distributions to workers where the distribution is in lieu of wages for work done for the trust.	GA28-07.18.01	Destroy See authorised action	
FINANCIAL MANAGEMENT - Salaries	Records supporting the payment of wages to employees. Records include forms and documents used to process and update information in payroll systems.	GA28-07.18.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Salaries	Records relating to salary rates registers.	GA28-07.18.03	Destroy administrative or reference use ceases	NAP
FINANCIAL MANAGEMENT - Treasury management	Records relating to the organisation's Treasury Management strategy.	GA28-07.19.01	Required as State archives	P
FINANCIAL MANAGEMENT - Treasury management	Records relating to operations, and individual appropriations, borrowings, investments and loans to other organisations or individuals.Note: 'Transaction completed' for records relating to investments and borrowings should be interpreted as when investments are liquidated or matured, or when borrowings are repaid or rolled over.	GA28-07.19.02	Destroy See authorised action	
FINANCIAL MANAGEMENT - Treasury management	Records relating to unclaimed money. Records include copies of returns and registers used to record unclaimed money.Note: With paper-based registers, retain minimum of 7 years after last entry in the register, then destroy. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-07.19.03	Destroy See authorised action	

Function/Activity	Description	GDA	Retention Description	Retention Period
FLEET MANAGEMENT		GA28-08.01.00		
FLEET MANAGEMENT - Accidents	Records relating to incidents involving vehicles maintained or used by the organisation. Records include: - vehicle accident and investigation reports - copies of documents authorising use of the vehicle - copies of driver/operator/pilot licences or certificates of competency - copies of bookings/logs and other evidence supporting use of the vehicle. Note: When an accident results in a compensation claim for personal injury relevant records should be copied for the compensation file. Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. where the incident results in a compensation claim for personal injury.	GA28-08.01.01	Destroy action completed	7Y
FLEET MANAGEMENT - Acquisition	Records relating to the acquisition of vehicles and vehicle accessories, including vehicles purchased through motor vehicle supply contracts. Records include: - quotes - evaluations of period contracts or alternatives - justifications/business cases - orders - <u>handover reports - correspondence.</u>	GA28-08.02.01	Destroy See authorised action	
FLEET MANAGEMENT - Acquisition	Records relating to the acquisition of fuel and services, including e-tags, tollway schemes etc required to support the fleet management process where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the <u>threshold for tendering. Records include records of fuel cards issued and cancelled.</u>	GA28-08.02.02	Destroy action completed	7Y
FLEET MANAGEMENT - Arrangements	Records relating to arrangements for using vehicles. Records include: - booking schedules - trip instructions - travel itineraries and <u>programs - records of checks for appropriate authorisations.</u>	GA28-08.03.01	Destroy action completed	2Y
FLEET MANAGEMENT - Arrangements	Vehicle running sheets/log books. Remarks: Records relating to Fringe Benefits Tax (FBT) returns after 31 March 1995 are required to be retained for 5 years after the completion of transactions under the terms of the Taxation Laws Amendment (FBT Cost of Compliance) Act 1995.	GA28-08.03.02	Destroy See authorised action	
FLEET MANAGEMENT - Authorisation	Records relating to requests and approvals authorising the use of vehicles involving financial arrangements. Records include: - records of permission to use private vehicles for official business - records of permission to undertake maintenance and repairs - records of permission for private use of fuel cards and arrangements for reimbursement.	GA28-08.04.01	Destroy action completed	7Y
FLEET MANAGEMENT - Authorisation	Records relating to requests and approvals authorising the use of vehicles not involving financial arrangements. Records include: - records of permission to carry non-employees as passengers - records of permission for home garaging of vehicles - records of permission for Senior Executive Officers to use vehicles while on leave - records of permission for learner drivers to drive a vehicle.	GA28-08.04.02	Destroy See authorised action	
FLEET MANAGEMENT - Claims	Records relating to insurance claims for damage to vehicles. Records include copies of claims, reports and related <u>correspondence.</u>	GA28-08.05.01	Destroy See authorised action	
FLEET MANAGEMENT - Compliance	Records relating to the organisation's compliance with regulatory standards including modifications to the manufacturer's delivered vehicle including any engineering certifications, photographs, costs and supporting records. Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	GA28-08.06.01	Destroy action completed	7Y
FLEET MANAGEMENT - Compliance	Records relating to the registration of the organisation's vehicles. Records include records of inspections and renewals.	GA28-08.06.02	Destroy See authorised action	
FLEET MANAGEMENT - Compliance	Records relating to the calculation of Fringe Benefits Tax (FBT) liabilities. Remarks: Records relating to Fringe Benefits tax after 31 March 1995 are required to be retained for 5 years after the completion of transactions under the terms of the Taxation Laws <u>Amendment (FBT Cost of Compliance) Act 1995.</u>	GA28-08.06.03	Destroy See authorised action	
FLEET MANAGEMENT - Disposal	Records relating to the disposal of vehicles through any means including sale, transfer, auction, exchange, return or destruction etc. Records include: - independent valuations - certifications of work undertaken on vehicles prior to disposal - written quotes - <u>auction records - correspondence - handover reports for leased vehicles.</u>	GA28-08.07.01	Destroy See authorised action	
FLEET MANAGEMENT - Infringements	Records relating to driving or traffic infringements regarding vehicles maintained or used by the organisation. Records include: - copies of infringement notices - correspondence with relevant authorities - supporting documentation.	GA28-08.08.01	Destroy action completed	2Y
FLEET MANAGEMENT - Insurance	Vehicle insurance policies including information provided for renewals and summary records facilitating the management of policies, e.g. registers of insurance policies. Note: With paper-based registers, retain minimum of 7 years after expiry of last policy in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-08.09.01	Destroy See authorised action	
FLEET MANAGEMENT - Insurance	Records relating to the administration of insurance policies. Records include notices of renewals, details of amounts of cover, <u>advice on premiums payable etc.</u>	GA28-08.09.02	Destroy action completed	2Y
FLEET MANAGEMENT - Leasing	Records relating to the administration and management of leased or hired vehicles, including: - agreements - reports received from leasing companies - <u>vehicle exemption reports.</u>	GA28-08.10.01	Destroy See authorised action	
FLEET MANAGEMENT - Leasing	Records relating to leasing which is not proceeded with.	GA28-08.10.02	Destroy action completed	2Y
FLEET MANAGEMENT - Leasing-out	Records relating to arrangements for leasing-out part of the organisation's fleet. Records include signed copies of lease <u>agreements.</u>	GA28-08.11.01	Destroy See authorised action	
FLEET MANAGEMENT - Leasing-out	Records relating to leasing-out which is not proceeded with.	GA28-08.11.02	Destroy action completed	2Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
FLEET MANAGEMENT - Maintenance	Records relating to repairs, modifications and maintenance of owned vehicles (excluding maintenance contracts). Records include <u>maintenance record books</u> .	GA28-08.12.01	See authorised action See authorised action	
FLEET MANAGEMENT - Maintenance	Records relating to repairs and maintenance of leased vehicles (excluding maintenance contracts). Records include <u>maintenance record books</u> .	GA28-08.12.02	See authorised action See authorised action	
FLEET MANAGEMENT - Planning	Final, approved versions of the organisation's fleet management plans, e.g. fleet improvement plans for reductions in fuel use, greenhouse gas emissions and better average fuel consumption, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-08.13.01	Destroy See authorised action	
FLEET MANAGEMENT - Planning	Records relating to the development and review of the organisation's fleet management plans, e.g. fleet improvement plans for reductions in fuel use, greenhouse gas emissions and better average fuel consumption. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-08.13.02	Destroy action completed	3Y
FLEET MANAGEMENT - Policy	Final, approved versions of fleet management policies, e.g. policies on personal use of organisational vehicles, use of parking spaces, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Note: There may be some policies relating to the acquisition or disposal of the organisation's fleet that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-08.14.01	Destroy See authorised action	
FLEET MANAGEMENT - Policy	Records relating to the development and review of the organisation's fleet management policies, e.g. policies on personal use of organisational vehicles, use of parking spaces etc. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-08.14.02	Destroy action completed	3Y
FLEET MANAGEMENT - Procedures	Final, approved versions of organisation manuals, handbooks, directives etc detailing fleet management procedures, e.g. procedures on acquisition of new and replacement vehicles, maintenance procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: There may be some procedures relating to the acquisition or disposal of the organisation's fleet that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-08.15.01	Destroy See authorised action	
FLEET MANAGEMENT - Procedures	Records relating to the development and review of manuals, handbooks, directives etc detailing the organisation's fleet management procedures, e.g. procedures on selection of new and replacement vehicles, maintenance procedures. Records include: - background research - records of consultations - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-08.15.02	Destroy action completed	3Y
FLEET MANAGEMENT - Reporting	Records relating to the development and review of reports relating to fleet management, e.g. financials, utilisation, fuel expenditure, running costs, value of reportable fringe benefits provided to employees, reporting in line with Government Energy Management Policy, reporting on accidents/incidents and theft involving organisational vehicles. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-08.16.01	Destroy action completed	5Y
FLEET MANAGEMENT - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding fleet management. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-08.16.02	Destroy action completed	3Y
FLEET MANAGEMENT - Reviewing	Records relating to the review of fleet management arrangements and systems or of the organisation's transport needs, e.g. reviews of fleet size and composition. Records include: - measurements and reviews of needs, arrangements or components of <u>system - reports on review and recommendations</u> .	GA28-08.17.01	Destroy action completed	5Y

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GOVERNANCE		GDA23-3.0.0		
GOVERNANCE - Breaches of by-laws and rules	The activities associated with the disciplinary processes in relation to student breaches of university by-laws and rules and other student disciplinary matters. This includes both academic (such as plagiarism, cheating, etc) and non-academic misconduct (such as damage to property, violence, etc) and covers: investigations, charges, formal inquiries, disciplinary action, and appeals. Note This activity also includes allegations of misconduct and the investigation of those allegations.	GDA23-3.2.0		
GOVERNANCE - Breaches of by-laws and rules	Records of cases involving suspected or proven abuse or neglect of children. Examples of records, advice of allegation and response; risk assessments and action to minimise risk; reports; investigation documentation and reports; interview transcripts; signed statements; inquiry records; representations; referrals to external bodies; records of remedial and/or disciplinary action; and submissions in relation to disciplinary action. Note suspected abuse or neglect of children should be report to the Commission for children and Young People or other authorities as required.	GDA23-3.2.1	Retain for minimum of 99 years after action completed, then destroy.	99Y
GOVERNANCE - Breaches of by-laws and rules	Records relating to disciplinary proceedings where a student is found to have committed a breach and serious disciplinary action is taken, but the offence has not involved a child or young person. This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (eg. NSW Police Service, ICAC). This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (eg. NSW Police Service, ICAC). Example of records: advice of allegation and response; reports; investigations; interview transcripts; signed statements; inquiry records; representations; referrals to external bodies; records of remedial and/or disciplinary action (including dismissal); and submissions in relation to disciplinary action.	GDA23-3.2.2	Retain for minimum of 6 years after action completed, then destroy.	06Y
GOVERNANCE - Breaches of by-laws and rules	Records relating to disciplinary proceedings where a student is found to have committed a breach but minor or no disciplinary action is taken (eg. caution or reprimand) and the offence has not involved a child or young person. Examples of records: advice of allegation and response; reports; investigations; interview transcripts; signed statements; inquiry records; representation; record of remedial and/or disciplinary action; and submissions in relation to disciplinary action.	GDA23-3.2.3	Retain for minimum of 2 years after action completed, then destroy.	02Y
GOVERNANCE - Breaches of by-laws and rules	Records relating to preliminary/fact finding investigations of misconduct that were not proceeded with and disciplinary matters where a student is found not to have committed a breach (i.e. the allegations have been found to be false, vexatious or misconceived or could not be proven) and the accusation has not involved a child or a young person. This includes unsubstantiated allegations. Examples of records: advice of allegation and response; reports; investigations; interview transcripts; and signed statements.	GDA23-3.2.4	Retain for minimum of 1 year after action completed, then destroy.	01Y
GOVERNANCE - Breaches of by-laws and rules	Meeting papers, including master set of minutes and agenda of student discipline and conduct committees. Note see classes 3.2.1 - 3.2.4 for records of individual cases.	GDA23-3.2.5	Retain for a minimum of 10 years after action completed, then destroy.	10Y
GOVERNANCE - Breaches of by-laws and rules	Records relating to membership, meeting arrangements and other administrative matters.	GDA23-3.2.6	Retain until no longer required for administrative purposes, then destroy.	NAP
GOVERNANCE - By-laws and rules set by university	The establishment and management of university by-laws and rules.	GDA23-3.3.0		
GOVERNANCE - By-laws and rules set by university	Records relating to the development of by-laws and rules set by the university.	GDA23-3.3.1	Retain for minimum of 10 years after action completed, then destroy.	10Y
GOVERNANCE - By-laws and rules set by university	Master set of by-laws and rules set by the university.	GDA23-3.3.2	Required as State archives	P
GOVERNANCE - Elections	Note: this may include election for student bodies such as Students' Unions where such elections are managed by the university. See also GOVERNANCE - Senates, councils and similar governing bodies for records relating to membership of governing bodies, committees and student bodies that are by appointment rather than election.	GDA23-3.4.0		
GOVERNANCE - Elections	Records relating to the conduct of elections. This can include: advertising; balloting; nominations; notices; papers; results; scrutineers; tally sheets.	GDA23-3.4.1	Retain for minimum of 6 months after action completed, then destroy.	06M
GOVERNANCE - Elections	Records relating to electoral roll creation, maintenance and roll services including the electoral roll itself.	GDA23-3.4.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
GOVERNANCE - Establishment and/or incorporation of university and controlled entities	The establishment and/or incorporation of the university and controlled entities, including companies, and their antecedents.	GDA23-3.1.0		
GOVERNANCE - Establishment and/or incorporation of university and controlled entities	Records relating to the establishment of the university	GDA23-3.1.1	Required as State archives	P

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GOVERNANCE - Establishment and/or incorporation of university and controlled entities	Records relating to establishment of university companies and controlled entities, including articles of agreement.	GDA23-3.1.2	Required as State archives	P
GOVERNANCE - Establishment and/or incorporation of university and controlled entities	Annual reports by university companies/controlled entities	GDA23-3.1.3	Required as State archives	P
GOVERNANCE - Establishment and/or incorporation of university and controlled entities	Statutory, financial and other reporting by university companies/controlled entities to external agencies.	GDA23-3.1.4	Retain until no longer required for legal, administrative or reference purposes, then destroy.	NAP
GOVERNANCE - Licencing/ accreditation	Activities relating to institutional accreditation as an educational provider	GDA23-3.5.0		
GOVERNANCE - Licencing/ accreditation	Records relating to accreditation and approvals.	GDA23-3.5.1	Required as State archives	P
GOVERNANCE - Localised procedures	Internal/facilitative procedures relating to core and administrative functions, including master set and records relating to the development and maintenance of procedures. This includes procedures, manuals, etc developed by business units to facilitate day-to-day operations.	GDA23-3.6.9	Retain until no longer required for administrative purpose, then destroy.	NAP
GOVERNANCE - Policy & procedure	The development and maintenance of policies and procedures.	GDA23-3.6.0		
GOVERNANCE - Policy & procedure administrative functions	Master set of policies relating to administrative functions (including student enrolment, service provision, counselling, health and accommodation services).	GDA23-3.6.5	Retain for minimum of 10 years after superseded, then destroy	10Y
GOVERNANCE - Policy & procedure administrative functions	Master set of procedures relating to administrative functions.	GDA23-3.6.6	Retain for minimum of 10 years after superseded, then destroy	10Y
GOVERNANCE - Policy & procedure administrative functions	Records relating to development and maintenance of policy on administrative functions.	GDA23-3.6.7	Retain for minimum of 5 years after superseded, then destroy	05Y
GOVERNANCE - Policy & procedure administrative functions	Records relating to development and maintenance of procedures on administrative functions.	GDA23-3.6.8	Retain for minimum of 5 years after superseded, then destroy.	05Y
GOVERNANCE - Policy & procedure core functions	Master set of policies relating to core university functions (including teaching, research, admissions).	GDA23-3.6.1	Required as State archives	P
GOVERNANCE - Policy & procedure core functions	Master set of procedures relating to core university functions.	GDA23-3.6.2	Retain for minimum of 10 years after superseded, then destroy.	10Y
GOVERNANCE - Policy & procedure core functions	Records relating to development and maintenance of policy on core university functions.	GDA23-3.6.3	Retain for minimum of 10 years after superseded, then destroy.	10Y
GOVERNANCE - Policy & procedure core functions	Records relating to development and maintenance of procedures on core university functions.	GDA23-3.6.4	Retain for minimum of 10 years after superseded, then destroy	10Y
GOVERNANCE - Quality assurance	See also General Retention and Disposal Authority: Administrative Records – FINANCIAL MANAGEMENT – Audit for financial audits.	GDA23-3.7.0		
GOVERNANCE - Quality assurance	Records of internal and external audits of university activities resulting in significant changes to policy or procedures.	GDA23-3.7.1	Retain for minimum of 10 years after action completed, then destroy.	10Y
GOVERNANCE - Quality assurance	Records of internal and external audits of university activities not resulting in significant changes to policy or procedures.	GDA23-3.7.2	Retain for minimum of 6 years after action completed, then destroy.	06Y
GOVERNANCE - Quality assurance	Documentation of external quality assurance audit by AUQA (Australian Universities Quality Agency), including: submissions to AUQA by the university; audit reports; responses by the university to audit reports.	GDA23-3.7.3	Required as State archives	P
GOVERNANCE - Quality assurance	Records of preparations and planning for AUQA audits.	GDA23-3.7.4	Retain for minimum of 1 year after action completed, then destroy.	01Y
GOVERNANCE - Senates, councils and similar governing bodies	Governing body, such as senate, council and convocation, and other high level decision making bodies of the university such as professorial boards and academic boards (including strategic committees). Includes boards of controlled entities. See also <i>General Retention and Disposal Authority: Administrative Records</i> for records of other committees.	GDA23-3.8.0		
GOVERNANCE - Senates, councils and similar governing bodies	Master set of meeting papers, including: agenda, minutes, tabled documents, etc.	GDA23-3.8.1	Required as State archives	P
GOVERNANCE - Senates, councils and similar governing bodies	Records relating to appointments and resignations of members of senate, councils and similar high level bodies. Note: This is only where members are directly appointed. Records relating to those who are elected by ballot are covered under GOVERNANCE - Elections	GDA23-3.8.2	Required as State archives	
GOVERNANCE - Senates, councils and similar governing bodies	Records of a general administrative nature relating to the meetings of senate, councils and similar high level bodies, including circulation of minutes, travel arrangements for members to attend and meeting arrangements.	GDA23-3.8.3	Retain for minimum of 2 years after action completed, then destroy.	02Y
GOVERNANCE - Senates, councils and similar governing bodies	Records relating to membership of other committees/student bodies, including: resignations; negotiations regarding potential members; correspondence with potential candidates or nominees	GDA23-3.8.4	Retain for minimum of 3 years after action completed, then destroy.	03Y
GOVERNANCE - Strategic management	Accumulation and processing of information that is used to develop strategic plans, internal and external reports. See also <i>General Retention and Disposal Authority: Administrative Records</i> – STRATEGIC MANAGEMENT.	GDA23-3.9.0		

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GOVERNANCE - Strategic management	Records relating to the development of strategic plans. Examples of records: projections; statistics; reports from information systems.	GDA23-3.9.1	Retain until superseded, then destroy.	
GOVERNANCE - Strategic management	Final copy of strategic plans for whole of university and high level organisational units.	GDA23-3.9.2	Required as State archives	P
GOVERNANCE - Strategic management	Final copy of strategic plans dealing with individual organisational units or specific functions.	GDA23-3.9.3	Retain until superseded, then destroy.	
GOVERNANCE - Strategic management	Records relating to the development of internal reports resulting from evaluation and analysis of core university functions. Examples of records: projections; statistics; reports from information systems.	GDA23-3.9.4	Retain for minimum of 1 year after action completed, then destroy.	01Y
GOVERNANCE - Strategic management	Internal reports resulting from evaluation and analysis of core university functions.	GDA23-3.9.5	Retain for minimum of 5 years after action completed, then destroy.	05Y
GOVERNANCE - Strategic management	Records relating to the development of reports to external organisations, such as: Department of Education, Science & Training (DEST); Australian Taxation Office (ATO); Universities Admission Centre (UAC). Examples of records: projections; statistics; reports from information systems.	GDA23-3.9.6	Retain for minimum of 5 years after action completed, then destroy.	05Y
GOVERNANCE - Strategic management	Reports submitted to external organisations, such as: Department of Education, Science & Training (DEST); Australian Taxation Office (ATO); Universities Admission Centre (UAC).	GDA23-3.9.7	Retain for minimum of 10 years after action completed, then destroy.	10Y
GOVERNANCE - Strategic management	Records of internal planning relating to: allocation of funds; student load; quota setting.	GDA23-3.9.8	Retain for minimum of 7 years after action completed, then destroy.	07Y
GOVERNANCE - Strategic management	Statistical analysis Records created for the purpose of carrying out statistical analysis for planning and reporting purposes (including surveys of students).	GDA23-3.9.9	Retain until no longer required for administrative or reference purposes, then destroy.	NAP
GOVERNANCE - Transfer of courses and/or facilities	Transfer of courses and/or facilities to another NSW university	GDA23-3.10.0		
GOVERNANCE - Transfer of courses and/or facilities	Agreements regarding the transfer of responsibilities and ownership of courses, facilities and property to another NSW university.	GDA23-3.10.1	Required as State archives	P
GOVERNANCE - Transfer of courses and/or facilities	Administrative records relating to transfer of responsibilities and ownership of courses, facilities and property to another NSW university.	GDA23-3.10.2	Retain for minimum of 10 years after action completed, then destroy.	10Y
GOVERNANCE - Transfer of courses and/or facilities	Records relating to courses, facilities, properties, assets, services and administration functions, where responsibility and/or liability has been transferred to another NSW University and where records are required to continue teaching, research, provision of services or management of business or activity. Includes but is not limited to: Property and assets; Student administration; Student and other services; Teaching; Research; General administration; and Commercial activities and consultancy services	GDA23-3.10.3	Transfer ownership to new organisation.	

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Function/Activity	Description	GDA	Retention Description	Retention Period
GOVERNING BODIES		GA28-09.01.00		
GOVERNING BODIES - Advice	Records relating to the receipt and provision of advice regarding the administration and operation of the organisation's governing body.	GA28-09.01.01	Required as State archives	P
GOVERNING BODIES - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements relating to the accountabilities of the body or the conduct of its responsibilities, e.g. agreements between the Minister and members of governing bodies, memoranda of understanding or accountability instruments. Records include: - correspondence and negotiations including minutes or notes of meetings - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-09.02.01	Required as State archives	P
GOVERNING BODIES - Appeals	Records relating to an appeal made by a member of a governing body to a higher authority on decisions made with respect to the operation of the governing body.	GA28-09.03.01	Required as State archives	P
GOVERNING BODIES - Appeals	Records relating to an appeal made by a member of a governing body to a higher authority on decisions made with respect to the rights and entitlements of individual membership, e.g. entitlements on removal.	GA28-09.03.02	Destroy action completed	10Y
GOVERNING BODIES - Arrangements	Records relating to arrangements for members of governing bodies or their sub-committees to travel. Records include: - itineraries - determinations of allowances - accommodation and transport arrangements and bookings.	GA28-09.04.01	Destroy action completed	2Y
GOVERNING BODIES - Audit	Records relating to audits of the governance practices or performance of governing bodies and their subcommittees which: - result in the suspension or dismissal of members - set a precedent, and/or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports or responses to audit report findings or recommendations - records of remedial action.	GA28-09.05.01	Required as State archives	P
GOVERNING BODIES - Audit	Records relating to audits of the governance practices or performance of governing bodies and their subcommittees which do not: - result in the suspension or dismissal of members - set a precedent, or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports or responses to audit report findings or recommendations - records of remedial action.	GA28-09.05.02	Destroy action completed	6Y
GOVERNING BODIES - Authorisation	Records relating to delegations for members of governing bodies or their sub-committees to enter into agreements or arrangements that bind the organisation. Includes records of Ministerial delegation.	GA28-09.06.01	Required as State archives	P
GOVERNING BODIES - Authorisation	Records relating to other delegations for members of governing bodies or their sub-committees, i.e. that do not involve entering into agreements or arrangements that bind the organisation.	GA28-09.06.02	See authorised action See authorised action	
GOVERNING BODIES - Authorities	Records relating to the issue of instruments of authority, e.g. by a central agency, to establish new governing bodies or alter existing structures of governing bodies, e.g. non-statutory charters.	GA28-09.07.01	Required as State archives	P
GOVERNING BODIES - Authorities	Records relating to the receipt by the organisation of instruments of authority to establish new governing bodies or alter existing structures of governing bodies, e.g. non-statutory charters.	GA28-09.07.02	Destroy See authorised action	
GOVERNING BODIES - Compliance	Summary records documenting disclosures of pecuniary interest by members of governing bodies. Records include conflict of interest registers and registers of related party transactions.	GA28-09.08.01	Required as State archives	P
GOVERNING BODIES - Compliance	Declarations and disclosures of pecuniary interest by members of governing bodies. See FINANCIAL MANAGEMENT for records relating to taxation, fringe benefits and instances of fraud or misappropriation.	GA28-09.08.02	See authorised action See authorised action	
GOVERNING BODIES - Corruption	Records relating to allegations of fraud or corruption made about a member of the organisation's governing body.	GA28-09.09.01	Required as State archives	P
GOVERNING BODIES - Meetings	Records relating to the meetings of governing bodies, such as boards, trusts etc, and meetings of sub-committees. Records include: - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed at meetings.	GA28-09.10.01	Required as State archives	P
GOVERNING BODIES - Meetings	Records relating to administrative arrangements for meetings including records or correspondence relating to: - meeting notifications - catering arrangements - venue bookings - related correspondence.	GA28-09.10.02	Destroy administrative or reference use ceases	NAP
GOVERNING BODIES - Membership	Records relating to the nomination, appointment, reappointment, resignation or termination of members of governing bodies or their sub-committees. Records include: - records of the selection process - approvals - letters of appointment, resignation or termination - letters informing the organisation of the appointment - gazettal notices - terms and conditions of appointment - instruments of appointment - signed copies of codes of conduct - related correspondence.	GA28-09.11.01	Required as State archives	P
GOVERNING BODIES - Membership	Summary records facilitating the management of details of membership or appointments to governing bodies or their sub-committees, e.g. registers of members or appointments.	GA28-09.11.02	Required as State archives	P

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Function/Activity	Description	GDA	Retention Description	Retention Period
GOVERNING BODIES - Membership	Records relating to the election of staff representatives to governing bodies or their sub-committees. Includes ballot papers and eligibility lists.	GA28-09.11.03	Destroy See authorised action	
GOVERNING BODIES - Membership	Records relating to the determination and approval of payment of members of governing bodies or their sub-committees as remuneration for the performance of their duties. Records include: - taxation declaration records - group certificates - records relating to the recovery of over-payments - list of scheduled members fees and approvals - records relating to the payment of allowances - pay history and superannuation deduction records - records of redundancy payments - records of special remuneration packaging arrangements including Fringe Benefits Tax (FBT) arrangements - records regarding the negotiation of remuneration.	GA28-09.11.04	Destroy See authorised action	
GOVERNING BODIES - Performance management	Records relating to evaluating the performance of members of governing bodies by the Minister or other relevant authority. Records include: - performance agreements - reviews of performance.	GA28-09.12.01	Destroy See authorised action	
GOVERNING BODIES - Policy	Final, approved versions of policies and codes of conduct for members of governing bodies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-09.13.01	Required as State archives	P
GOVERNING BODIES - Policy	Records relating to the development and review of policies and codes of conduct for members of governing bodies. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-09.13.02	Destroy action completed	7Y
GOVERNING BODIES - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing procedures for members of governing bodies and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-09.14.01	Destroy See authorised action	
GOVERNING BODIES - Procedures	Records relating to the development and review of procedures for members of governing bodies. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-09.14.02	Destroy action completed	3Y
GOVERNING BODIES - Training and development	Final, approved versions of training materials for courses run internally by the organisation for members of governing bodies or their sub-committees, e.g. induction training. Records include: - programs - lecture notes - handouts.	GA28-09.15.01	Destroy See authorised action	
GOVERNING BODIES - Training and development	Records relating to the development of training materials for courses run internally by the organisation for members of governing bodies or their sub-committees, e.g. induction training.	GA28-09.15.02	Destroy administrative or reference use ceases	NAP
GOVERNING BODIES - Training and development	Records relating to administrative arrangements for the conduct of training courses or attendance at workshops, seminars or conferences by members of governing bodies or their sub-committees. Records include: - records of applications - records of confirmation of attendance - venue bookings - records of equipment hire - catering arrangements.	GA28-09.15.03	Destroy administrative or reference use ceases	NAP
GOVERNING BODIES - Training and development	Summary records created to facilitate the management and monitoring of the provision of occupational health and safety training to members of governing bodies or their sub-committees, e.g. occupational health and safety training registers. Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-09.15.04	Destroy action completed	75Y

Function/Activity	Description	GDA	Retention Description	Retention Period
GOVERNMENT RELATIONS		GA28-10.01.00		
GOVERNMENT RELATIONS - Addresses	Transcripts of final versions of addresses, speeches or papers delivered by the Minister in their capacity as Minister or as a representative of the Government.	GA28-10.01.01	Required as State archives	P
GOVERNMENT RELATIONS - Addresses	Transcripts of final versions of addresses, speeches or papers delivered by members of governing bodies, chief or senior executives of the organisation at significant government occasions.	GA28-10.01.02	Required as State archives	P
GOVERNMENT RELATIONS - Addresses	Transcripts of final versions of addresses, speeches or papers delivered non-executive staff members, or those given by executive staff members at government occasions not considered to be significant.	GA28-10.01.03	Destroy action completed	2Y
GOVERNMENT RELATIONS - Addresses	Records relating to the development of addresses, speeches or papers. Records include: - background research - draft versions of addresses - voice recordings.	GA28-10.01.04	Destroy administrative or reference use ceases	NAP
GOVERNMENT RELATIONS - Advice	Records relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities where a detailed response has been provided. Records include: - briefing notes and minutes providing advice to the Minister - comments on Cabinet submissions and proposals - correspondence.	GA28-10.02.01	Required as State archives	P
GOVERNMENT RELATIONS - Advice	Records relating to the provision of advice to the portfolio Minister or other government organisations where the advice does not concern substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities or where there is minimal response by the organisation, e.g. 'no comment.'	GA28-10.02.02	Destroy action completed	5Y
GOVERNMENT RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements with other government organisations: - concerning policies and procedures applying to the whole of government - concerning changes to the performance of statutory functions of the organisation, or - having implications for major liabilities or obligations of the organisation. Records include: - correspondence and negotiations including minutes or notes of meetings - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-10.03.01	Required as State archives	P
GOVERNMENT RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements with other government organisations not: - concerning policies and procedures applying to the whole of government - concerning changes to the performance of statutory functions of the organisation, or - having implications for major liabilities or obligations of the organisation. Records include: - correspondence and negotiations including minutes or notes of meetings - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation period for causes of action or breaches of contractual arrangements or agreements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	GA28-10.03.02	Destroy See authorised action	
GOVERNMENT RELATIONS - Authorisation	Records relating to delegations of authority from the Minister to the organisation.	GA28-10.04.01	Required as State archives	P
GOVERNMENT RELATIONS - Compliance	Records relating to the provision of documents to Parliament in compliance with orders, e.g. Standing Order 52. Records include disputes regarding claims of privilege.	GA28-10.05.01	Required as State archives	P
GOVERNMENT RELATIONS - Compliance	Records relating to copies of documents supplied to Parliament in accordance with orders, e.g. Standing Order 52. Includes records indicating there are no relevant documents to supply.	GA28-10.05.02	Destroy administrative or reference use ceases	NAP
GOVERNMENT RELATIONS - Inquiries	Records relating to formal inquiries involving the organisation or where the organisation submits a detailed response. Records include: - statements and submissions - legal advice from internal and external legal service providers - responses to final reports and records of implementation of recommendations. Note: Copies of transcripts of evidence or inquiry proceedings can be destroyed in accordance with the normal administrative practice (NAP) provisions of the State Records Act 1998 when no longer required for reference purposes. The original transcripts would be held by the inquiring body.	GA28-10.06.01	Required as State archives	P
GOVERNMENT RELATIONS - Inquiries	Records relating to formal inquiries not involving the organisation or where the organisation submits a nil response.	GA28-10.06.02	Destroy action completed	5Y
GOVERNMENT RELATIONS - Inquiries	Records relating to matters referred from watchdog bodies, such as the Independent Commission Against Corruption (ICAC), NSW Ombudsman etc, to the organisation for initial investigation and response.	GA28-10.06.03	Destroy action completed	10Y
GOVERNMENT RELATIONS - Legislation	Records relating to the preparation and passage of legislation through Parliament. Records include: - records documenting consultation with relevant organisations and stakeholders and regulatory impact statements - records of preparation of Explanatory Memoranda.	GA28-10.07.01	Required as State archives	P

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Function/Activity	Description	GDA	Retention Description	Retention Period
GOVERNMENT RELATIONS - Meetings	Records relating to meetings between Chief Executives and Ministers, Ministerial employees or senior executives of other government organisations that do not relate to particular functions. Records include: - agenda and minutes or notes of meetings - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed and resolutions passed. Note: Retention period is for records relating to meetings that do not specifically relate to any other activities. If meetings relate to other activities, classify under relevant activity.	GA28-10.08.01	Required as State archives	P
GOVERNMENT RELATIONS - Meetings	Records relating to administrative arrangements for meetings. Records include: - meeting notifications - catering arrangements - venue bookings - related correspondence.	GA28-10.08.02	Destroy administrative or reference use ceases	NAP
GOVERNMENT RELATIONS - Policy	Final, approved versions of policies relating to the management and handling of formal relationships with other government organisations or government processes, e.g. policies concerning the handling of Ministerials or communications with the Minister's office, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-10.09.01	Destroy See authorised action	
GOVERNMENT RELATIONS - Policy	Records relating to the development and review of policies relating to the management and handling of formal relationships with other government organisations or government processes, e.g. policies concerning the handling of Ministerials or communications with the Minister's office. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-10.09.02	Destroy action completed	3Y
GOVERNMENT RELATIONS - Policy	Records relating to advice or notifications regarding policies and procedures that apply to the whole-of-government, e.g. Premier's Memoranda and Circulars, Treasurer's Directions.	GA28-10.09.03	Destroy See authorised action	
GOVERNMENT RELATIONS - Procedures	Final, approved versions of the organisation's manuals, handbooks, directives etc detailing procedures relating to the management and handling of formal relationships with other government organisations or government processes, e.g. procedures concerning the handling of Ministerials or communications with the Minister's office, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-10.10.01	Destroy See authorised action	
GOVERNMENT RELATIONS - Procedures	Records relating to the development and review of procedures relating to the management and handling of formal relationships with other government organisations or government processes, e.g. procedures concerning the handling of Ministerials or communications with the Minister's office. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-10.10.02	Destroy action completed	3Y
GOVERNMENT RELATIONS - Reporting	Final, approved versions of published and unpublished reports to government relating to the organisation's core functions and performance, e.g. annual reports or substantial ad hoc reports.	GA28-10.11.01	Required as State archives	P
GOVERNMENT RELATIONS - Reporting	Records relating to the development of published and unpublished reports to government relating to the organisation's core functions and performance, e.g. annual reports or substantial ad hoc reports. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment.	GA28-10.11.02	Destroy action completed	6Y
GOVERNMENT RELATIONS - Reporting	Records relating to periodic reports required to be submitted to external government organisations regarding programs and services, e.g. statistics, reports relating to budget estimates etc and reports of minor significance that are not related to core functions. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-10.11.03	Destroy action completed	3Y
GOVERNMENT RELATIONS - Reporting	Responses to non-mandatory surveys requested by other government organisations including central controlling agencies.	GA28-10.11.04	Destroy administrative or reference use ceases	NAP

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Function/Activity	Description	GDA	Retention Description	Retention Period
GOVERNMENT RELATIONS - Representations	Records relating to responses to correspondence received by the Minister (Ministerials) or Members of Parliament from peak industry organisations, leading community interest groups, influential stakeholders or individuals and referred to the organisation, concerning issues of major significance to the organisation and/or the community. Records include: - copies of letters received - draft responses - minutes providing details for the Minister - requests from the Minister's office for changes - final responses.	GA28-10.12.01	Required as State archives	P
GOVERNMENT RELATIONS - Representations	Records relating to responses to correspondence received by the Minister (Ministerials) or Members of Parliament from peak industry organisations, leading community interest groups, influential stakeholders or individuals and referred to the organisation, and referred to the organisation, concerning issues which are not of major significance to the organisation and/or the community. Records include: - copies of letters received - draft responses - minutes providing details for the Minister - requests from the Minister's office for changes - final responses.	GA28-10.12.02	Destroy action completed	2Y
GOVERNMENT RELATIONS - Representations	Records relating to the preparation of Ministerial responses to questions raised in Parliament. Records includes question time briefs.	GA28-10.12.03	Destroy action completed	5Y
GOVERNMENT RELATIONS - Representations	Records relating to communications sent to the Minister, including about the management of Ministerial directives and background material, statistics and reports on representations.	GA28-10.12.04	Destroy action completed	2Y
GOVERNMENT RELATIONS - Submissions	Records relating to submissions to Cabinet or the Minister or other government organisations relating to core functions. Records include: - Cabinet minutes requesting submissions - background research - records of consultations - draft versions of submissions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc - final, approved versions of submissions.	GA28-10.13.01	Required as State archives	P
GOVERNMENT RELATIONS - Submissions	Records relating to submissions to the Minister or government organisations relating to administrative matters, e.g. exemptions for employing personnel during staff freezes. Records include: - background research - records of consultations - draft versions of submissions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc. - final, approved versions of submissions.	GA28-10.13.02	Destroy action completed	5Y
GOVERNMENT RELATIONS - Submissions	Records relating to submissions by the organisation on the development or review of legislative or regulatory proposals of other government organisations or the development or review of government-wide policies developed by central coordinating agencies, e.g. anti-discrimination, Charter of Principles for a Culturally Diverse Society, etc.	GA28-10.13.03	Destroy action completed	5Y
GOVERNMENT RELATIONS - Visits	Records relating to visits made to the organisation by Heads of State, Ministers, or other government officials including interstate or overseas delegations. Records include: - invitations - itineraries and programs - visit reports - records of security arrangements additional to standard security - letters of appreciation.	GA28-10.14.01	Destroy action completed	6Y
GOVERNMENT RELATIONS - Visits	Records relating to visits made by the organisation's employees to other government organisations in Australia or overseas.	GA28-10.14.02	Destroy action completed	2Y
GRADUATION	Being admitted to a degree or diploma. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-13.0.0		
GRADUATION - Approval to graduate		GDA23-13.1.0		
GRADUATION - Approval to graduate	Records relating to the determination and notification of students of their eligibility to graduate. Examples of records: applications to graduate; offers to graduate; lists of students eligible to graduate; and decisions relating to students eligibility to graduate.	GDA23-13.1.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
GRADUATION - Approval to graduate	Records relating to student acceptance of an offer to graduate.	GDA23-13.1.2	Retain for minimum of 6 months after action completed, then destroy.	06M
GRADUATION - Graduation ceremonies		GDA23-13.2.0		
GRADUATION - Graduation ceremonies	Program/order of proceedings. Note: where the program or order of proceedings is maintained as the register of graduates it should be sentenced under GRADUATION – Register of graduates.	GDA23-13.2.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
GRADUATION - Graduation ceremonies	Record of receipt/delivery of testamurs.	GDA23-13.2.2	Retain until no longer required for reference purpose, then destroy.	NAP
GRADUATION - Graduation ceremonies	Uncollected testamurs.	GDA23-13.2.3	Retain for minimum of 1 year after action completed, then destroy.	01Y
GRADUATION - Graduation ceremonies	Records relating to administrative arrangements for the graduation ceremony. This can include arranging for venue, speakers, catering, seating, special access, etc.	GDA23-13.2.4	Retain for minimum of 1 year after action completed, then destroy.	01Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
GRADUATION - Graduation ceremonies	Transcripts, audio and video recordings of occasional addresses and student's address in reply.	GDA23-13.2.5	Retain until no longer required for reference purpose, then destroy.	NAP
GRADUATION - Register of graduates		GDA23-13.3.0		
GRADUATION - Register of graduates	Register of graduates. This is the master list of graduands (including those who graduate in absentia). See also GRADUATION – Graduation ceremonies – Program/order of proceedings	GDA23-13.3.1	Required as State archives	P
GRANT ADMINISTRATION	The function of administering grants that are funded or otherwise controlled by the university. See also General Retention and Disposal Authority: Administrative Records – FINANCIAL MANAGEMENT – Accounting for records relating to grants applied for by the university. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-4.0.0		
GRANT ADMINISTRATION - Advertising		GDA23-4.1.0		
GRANT ADMINISTRATION - Advertising	Records relating to promotion and advertising for grants and associated routine correspondence.	GDA23-4.1.1	Retain for minimum of 2 years after action completed then, destroy.	02Y
GRANT ADMINISTRATION -Applications	Activities associated with the processing of grant applications.	GDA23-4.2.0		
GRANT ADMINISTRATION -Applications	Summary records of applications for grants assistance. Examples of records: register of grants; and register of grant recipients.	GDA23-4.2.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
GRANT ADMINISTRATION -Applications	Records relating to successful applications. Examples of records: application form; agreement; acquittals; and report. See also RESEARCH MANAGEMENT for records where research is conducted internally.	GDA23-4.2.2	Retain for minimum of 7 years after action completed, then destroy.	07Y
GRANT ADMINISTRATION -Applications	Records relating to unsuccessful applications.	GDA23-4.2.3	Retain for minimum of 2 years after action completed, then destroy.	02Y
GRANT ADMINISTRATION -Applications	Records of intellectual property in products/works created as a result of grants and where the university holds all or part ownership. Examples of records: contracts; and agreements; grant conditions.	GDA23-4.2.4	Required as State archives	P
GRANT ADMINISTRATION -Applications	Records relating to non-competitive and/or discretionary funds allocation.	GDA23-4.2.5	Retain for minimum of 7 years after action completed, then destroy.	07Y
GRANT ADMINISTRATION -Establishment		GDA23-4.3.0		
GRANT ADMINISTRATION -Establishment	Records relating to the establishment of the grant.	GDA23-4.3.1	Retain for minimum of 7 years after all conditions in relation to the grant are satisfied, then destroy.	07Y
GRANT ADMINISTRATION -Establishment	Established conditions under which the grant operates. Note: These are the standard conditions of the grant which establish the expectations, boundaries and protocols in relation to the grant.	GDA23-4.3.2	Retain for minimum of 7 years after grant conditions superseded, then destroy.	07Y
GRANT ADMINISTRATION -Monitoring	Activities associated with monitoring projects for which funding has been granted.	GDA23-4.4.0		
GRANT ADMINISTRATION -Monitoring	Records relating to the monitoring of progress reports against the approved purpose of the project.	GDA23-4.4.1	Retain for minimum of 7 years after action completed, then destroy.	07Y

Function/Activity	Description	GDA	Retention Description	Retention Period
HEALTH SERVICES	The provision of health services where the service is provided directly by the university or where, for other reasons (such as contractual agreements), the university has a right to control of the records. Health services can include medical services dental services, speech pathology, physiotherapy, podiatry, etc. Health Service can include services (as outlined above) which are provided by university students in the course of their studies and under the supervision of professions and teaching staff See GOVERNANCE - Policy and Procedures for records relating to policy and procedures	GDA23-14.0.0		
HEALTH SERVICES - Drugs	The provision of prescriptions for drugs and the use/storage of drugs.	GDA23-14.1.0		
HEALTH SERVICES - Drugs	Drugs registers and prescriptions. See also Poisons and Therapeutic Goods Regulation 1994 Sections 40, 59, 60, 84, 113, 114 and 119 for further details on drugs registers and prescriptions.	GDA23-14.1.1	Retain for a minimum of 7 years after date of last entry, then destroy	07Y
HEALTH SERVICES - Patients	See also <i>Medical Practice Regulation 2003</i> for further information on recordkeeping requirements relating to patient records.	GDA23-14.2.0		
HEALTH SERVICES - Patients	<i>Patient records</i> – where the patient was 18 years or older at the date of last entry in the record.	GDA23-14.2.1	Retain for minimum of 7 years after patient's last attendance or last action, then destroy. Note: last action could include medical/legal action or access by or on behalf of the patient	07Y
HEALTH SERVICES - Patients	<i>Patient records</i> – where the patient was less than 18 years old at the date of last entry in the record.	GDA23-14.2.2	Retain for minimum of 7 years after patient's last attendance or last action ¹ , or at least until the patient attains or would have attained the age of 25 years, whichever is longer, then destroy. Note: last action could include medical/legal action or access by or on behalf of the patient	07Y
HEALTH SERVICES - Patients	Appointment registers.	GDA23-14.2.3	Retain for minimum of 1 year after last entry, then destroy.	01Y
INDUSTRIAL RELATIONS		GA28-11.01.00		
INDUSTRIAL RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is the main participant in negotiations. Includes enterprise and contract agreements and standard agreements used as the basis for Australian Workplace Agreements. Records include: - background research - records of consultations - draft versions of awards or agreements exchanged between parties - final, approved versions of awards or agreements - arbitrated variations and consent variations to awards. Note: Final, approved versions of awards or agreements and variations to awards may need to be kept for longer periods if relevant to compensation cases.	GA28-11.01.01	Destroy See authorised action	10Y
INDUSTRIAL RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is not the main participant in negotiations. Includes final, approved versions of agreements and records relating to implementation of agreements.	GA28-11.01.02	Destroy See authorised action	5Y
INDUSTRIAL RELATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements concerning the implementation of working conditions or practices within a particular workplace that are not heard or certified by the central arbitration or determining body, e.g. agreements between management and unions on behalf of employees, such as agreements for flexible work practices, working from home, or skill based competencies. Includes negotiations, final, approved versions of agreements and records relating to implementation of agreements. Note: Final, approved versions of agreements and variations to awards may need to be kept for longer periods if relevant to compensation cases.	GA28-11.01.03	Destroy See authorised action	5Y
INDUSTRIAL RELATIONS - Agreements	Records relating to negotiations regarding conditions and awards that have not resulted in agreements.	GA28-11.01.04	Destroy action completed	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
INDUSTRIAL RELATIONS - Appeals	Records relating to appeals against a decision or order made to an external industrial relations body, e.g. the Industrial Relations Commission, where the organisation is the major participant in negotiations.	GA28-11.02.01	Destroy action completed	15Y
INDUSTRIAL RELATIONS - Appeals	Records relating to appeals against a decision or order made to an external industrial relations body, e.g. the Industrial Relations Commission, where the organisation is not the major participant in negotiations.	GA28-11.02.02	Destroy action completed	5Y
INDUSTRIAL RELATIONS - Claims	Records relating to insurance claims for damage or loss incurred by the organisation resulting from industrial action, e.g. claim for impact on revenue resulting from industrial action.	GA28-11.03.01	Destroy See authorised action	7Y
INDUSTRIAL RELATIONS - Disputes	Records relating to the management of industrial disputes of a significant nature where the organisation is a primary party to the negotiations or resolution of the dispute. Significant disputes can include those: - resulting in a strike, ban or lock-out - that set precedents, or - that result in innovative or contentious changes to working conditions. Records include: - notifications to the Minister - records of liaison with the relevant lead organisation - records of discussions, meetings and conferences between parties - records of hearings by the arbitration or determining body (e.g. Industrial Relations Commission, Australian Industrial Relations Commission and predecessor organisations) - records of hearings before the Federal Court and predecessor organisations - communications with employees.	GA28-11.04.01	Required as State archives	P
INDUSTRIAL RELATIONS - Disputes	Records relating to the management of industrial disputes of a minor nature, or of a significant nature where the organisation is not a primary party to the negotiations or resolution of the dispute.	GA28-11.04.02	Destroy action completed	5Y
INDUSTRIAL RELATIONS - Grievances	Records relating to the handling and resolution of employee grievances and complaints raised by representatives on behalf of employees that have unit, organisational or sector-wide impact. Includes records relating to liaison with employees, union representatives and the lead organisation.	GA28-11.05.01	Destroy action completed	10Y
INDUSTRIAL RELATIONS - Insurance	Insurance policies including information provided for renewals.	GA28-11.06.01	Destroy See authorised action	7Y
INDUSTRIAL RELATIONS - Insurance	General insurance records. Records include: - routine correspondence such as notice of renewals, advice on premiums payable - statistics.	GA28-11.06.02	Destroy action completed	1Y
INDUSTRIAL RELATIONS - Meetings	Records relating to ad hoc meetings held regarding industrial relations issues, e.g. ad hoc meetings between management and unions or employee associations. Does not include records relating to meetings for the resolution of substantive industrial relations issues, e.g. disputes.	GA28-11.07.01	Destroy action completed	5Y
INDUSTRIAL RELATIONS - Meetings	Administrative arrangements for meetings. Records include: - meeting notifications - catering arrangements - venue bookings - accommodation and transport arrangements - related correspondence.	GA28-11.07.02	Destroy administrative or reference use ceases	NAP
INDUSTRIAL RELATIONS - Planning	Final, approved versions of plans for industrial relations, e.g. dispute contingency plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-11.08.01	Destroy See authorised action	5Y
INDUSTRIAL RELATIONS - Planning	Records relating to the development and review of the organisation's industrial relations plans, e.g. dispute contingency plans. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-11.08.02	Destroy action completed	3Y
INDUSTRIAL RELATIONS - Policy	Final, approved versions of policies on industrial relations issues, e.g. policies on working from home, flexible work practices, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Note: Records may need to be retained for longer periods if relevant to disputes or grievances or workers compensation claims.	GA28-11.09.01	Destroy See authorised action	10Y
INDUSTRIAL RELATIONS - Policy	Records relating to the development and review of policies on industrial relations issues, e.g. policies on working from home, flexible work practices. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-11.09.02	Destroy action completed	5Y
INDUSTRIAL RELATIONS - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing industrial relations procedures, e.g. procedures regarding flexible work practices, working from home, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: Records may need to be retained for longer periods if relevant to disputes or grievances or workers compensation claims.	GA28-11.10.01	Destroy See authorised action	10Y
INDUSTRIAL RELATIONS - Procedures	Records relating to the development and review of the organisation's industrial relations procedures, e.g. procedures regarding flexible work practices, working from home. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders.	GA28-11.10.02	Destroy action completed	5Y
INDUSTRIAL RELATIONS - Reporting	Records relating to formal reports regarding industrial relations programs, services and systems. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-11.11.01	Destroy action completed	7Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
INDUSTRIAL RELATIONS - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding industrial relations programs and services. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-11.11.02	Destroy action completed	3Y
INFORMATION MANAGEMENT		GA28-12.01.00		
INFORMATION MANAGEMENT - Acquisition	Records relating to the acquisition of information management resources, e.g. books, and information services, online services, telephone information lines etc, where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: - orders - subscriptions and renewals - related correspondence.	GA28-12.01.01	Destroy action completed	7Y
INFORMATION MANAGEMENT - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the provision of information or knowledge management services or the management of information resources that do not form part of contracting-out or tendering arrangements, e.g. agreements for Kinetica services with the National Library of Australia, agreements with State Records for the distributed management of State archives, licensing agreements for thesauri, records confidentiality agreements with external organisations, agreements to share or access records or information resources etc. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-12.02.01	Destroy See authorised action	
INFORMATION MANAGEMENT - Appeals	Records relating to matters that are referred to the relevant Minister for determination or review, e.g. requests made under s.7(5) or s.17 of the State Records Act.	GA28-12.03.01	Required as State archives	P
INFORMATION MANAGEMENT - Audit	Records relating to information management audits, e.g. audits regarding compliance with records or privacy legislation or quality management standards, performance audits etc. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - records of remedial action.	GA28-12.04.01	Destroy action completed	6Y
INFORMATION MANAGEMENT - Authorisation	Records relating to authorisations for employees to access records that have been transferred to other organisations following administrative change, privatisation or the outsourcing of functions.	GA28-12.05.01	Destroy See authorised action	6Y
INFORMATION MANAGEMENT - Cases	Records relating to requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation, where the decision to grant or refuse access or alteration: - sets a precedent, or - leads to a major change in policies. Records include: - applications - records of decisions or directions - related correspondence - records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading - records relating to internal or external reviews or appeals of decisions.	GA28-12.06.01	Required as State archives	Y
INFORMATION MANAGEMENT - Cases	Records relating to recurring or protracted requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation, where the decision to grant or refuse access or alteration does not: - set a precedent, or - lead to a major change in policies. Records include: - applications - records of decisions or directions - related correspondence - records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading - records relating to internal or external reviews or appeals of decisions.	GA28-12.06.02	Destroy action completed	10Y
INFORMATION MANAGEMENT - Cases	Records relating to requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation, where the request is not recurring or protracted and the decision to grant or refuse access or alteration does not: - set a precedent, or - lead to a major change in policies. Records include: - applications - records of decisions or directions - related correspondence - records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading - records relating to internal or external reviews or appeals of decisions.	GA28-12.06.03	Destroy action completed	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
INFORMATION MANAGEMENT - Cases	Records relating to requests for access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation, where: - the request was withdrawn - the request lapsed because of non payment of application fees - the request was not relevant to the organisation - the applicant was referred to another organisation, or - information was not supplied because it was already readily available to the public.	GA28-12.06.04	Destroy action completed	2Y
INFORMATION MANAGEMENT - Cases	Summary records or registration systems created to facilitate the management of access requests and their outcomes, e.g. Freedom of Information (FOI) registers.Note: With paper-based registers, retain minimum of 5 years after last entry in the register. With electronic registers, retain minimum of 5 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-12.06.05	Destroy action completed	5Y
INFORMATION MANAGEMENT - Cases	Records relating to the handling of requests for discretionary access to the organisation's records that does not involve the application of legislation such as Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation, e.g. access provided to family members or researchers given outside these Acts. Includes approvals and refusals.	GA28-12.06.06	Destroy action completed	5Y
INFORMATION MANAGEMENT - Cases	Records relating to requests for the suppression of information in public registers maintained by the organisation, in accordance with privacy legislation. Includes approvals and refusals.	GA28-12.06.07	Destroy action completed	5Y
INFORMATION MANAGEMENT - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding information management which do not involve individual cases, e.g. records documenting compliance with the Library Act 1939, international standards such as AS ISO 15489 Records Management, State Records Act 1998 and standards released under the Act or privacy or information protection and security requirements. Records include: - records of inspections by monitoring organisations such as State Records to monitor compliance - advice provided on compliance issues.Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or administrative requirements must be kept as long as the organisation has to account for its actions.	GA28-12.07.01	Destroy action completed	6Y
INFORMATION MANAGEMENT - Compliance	Records relating to requests for exemption from complying with statutory requirements, e.g. requests to the Privacy Commissioner to exempt the organisation from complying with an information protection principle or health privacy principle, requests to State Records to exempt an organisation from the application of standards etc. Records include: - requests for exemption - correspondence with relevant bodies concerning requests including advice given and received - records of negotiation or refusal of requests - directions from relevant bodies exempting the organisation from compliance.	GA28-12.07.02	Destroy See authorised action	10Y
INFORMATION MANAGEMENT - Compliance	Records relating to breaches or suspected breaches of privacy. Records include: - complaints - records of investigations - correspondence with stakeholders - records of conciliation - reports and recommendations - records of remedial action.	GA28-12.07.03	Destroy action completed	10Y
INFORMATION MANAGEMENT - Compliance	Records relating to breaches or suspected breaches of statutory requirements for the management of records or information resources other than privacy, e.g. breaches of the State Records Act 1998, FOI reporting obligations etc. Records include: - complaints - reports of breaches/suspected breaches - records of investigations - correspondence with stakeholders - records of conciliation - reports and recommendations - records of remedial action.See STRATEGIC MANAGEMENT - Compliance for records relating to breaches of requirements in relation to use of the organisation's intellectual property rights, including breaches of copyright.	GA28-12.07.04	Destroy action completed	5Y
INFORMATION MANAGEMENT - Compliance	Records relating to still in use determinations made by the organisation in accordance with State records legislation. Includes <u>reviews and approval by the Minister responsible for the organisation.</u>	GA28-12.07.05	Destroy See authorised action	1Y
INFORMATION MANAGEMENT - Conservation	Records relating to ongoing preservation measures for the protection of collections of information resources. Includes the monitoring of light, temperature and humidity and pest control in storage areas, packaging etc and project management records <u>for conservation projects.</u>	GA28-12.08.01	Destroy action completed	5Y
INFORMATION MANAGEMENT - Conservation	Records relating to specialised conservation treatments, e.g. major repairs, treatment of pest infestations etc undertaken on particular record items when the records are required as State archives. Includes conservation treatments provided by <u>consultants.</u>	GA28-12.08.02	See authorised action See authorised action	
INFORMATION MANAGEMENT - Conservation	Records relating to specialised conservation treatments, e.g. major repairs, treatment of pest infestations etc undertaken on particular record items when the records are not required as State archives. Includes conservation treatments provided by <u>consultants.</u>	GA28-12.08.03	Destroy See authorised action	

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INFORMATION MANAGEMENT - Conservation	Records relating to routine conservation treatments of the organisation's office records, library and other information resources. Includes book binding and minor repairs.	GA28-12.08.04	Destroy administrative or reference use ceases	
INFORMATION MANAGEMENT - Control	Primary control records for records required as State archives,* which are required to facilitate access and give meaning and context to the records over time. Records include: - indexes - correspondence/file registers or registration systems - mandatory New South Wales Recordkeeping Metadata Standard (NRKMS) data elements. (See Recordkeeping in Brief 18: Introducing recordkeeping metadata). * Note: This includes current records as well as records maintained as part of an organisation's own archives. Note: Before transfer, State Records should be contacted to discuss what control records the organisation holds for records required as State archives so that an assessment can be made of their value in facilitating ongoing access/preservation to State archives.	GA28-12.09.01	Required as State archives	P
INFORMATION MANAGEMENT - Control	Primary control records for records which are required as State archives but which are not required to facilitate access and give meaning and context to the records over time. Records include: - indexes - correspondence/file registers or registration systems - metadata.Note: Retention period is a minimum only. Records control systems for particular functions or activities may be required for longer periods depending on the risks associated with the conduct of particular activities and the potential for or likelihood of the organisation being required to provide evidence of the destruction of records. These should be determined in relation to the organisations' business needs.Note: Before disposal, State Records should be contacted to discuss what control records the organisation holds so that an assessment can be made of their value in facilitating ongoing access.	GA28-12.09.02	Destroy See authorised action	20Y
INFORMATION MANAGEMENT - Control	Primary control records for records not required as State archives. Records include: - indexes - correspondence/file registers or registration systems - metadata.Note: Retention period is a minimum only. Records control systems for particular functions or activities may be required for longer periods depending on the risks associated with the conduct of particular activities and the potential for or likelihood of the organisation being required to provide evidence of the destruction of records. These should be determined in relation to the organisations' business needs.	GA28-12.09.03	Destroy See authorised action	20Y
INFORMATION MANAGEMENT - Control	Secondary control records. Records include: - file or container movement records (if secondary to the main registers and indexes) - reference sets of control records (e.g. within branches/regions of organisation where master control records are retained centrally) - resubmit, barcode and location lists - superseded sets of control records where information has been fully transferred to a new system - workflow tracking systems facilitating the tracking and monitoring of cases where the systems are not acting as records management systems, e.g. Ministerial tracking systems, minor case management tracking systems.See the organisation's functional retention and disposal authority for major case management or registration systems that are concerned with the management of core functions.	GA28-12.09.04	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Control	Control records relating to the organisation's library systems. Records include: - catalogues - authority files of subject headings - classification schemes - thesauri created by libraries for specialised use - loan and inter-library loan records.	GA28-12.09.05	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Control	Final versions and substantive revisions of business classification schemes (BCS), thesauri for record titling, authorised abbreviations and metadata rules and dictionaries.	GA28-12.09.06	Required as State archives	P
INFORMATION MANAGEMENT - Control	Records relating to the research, development, implementation, maintenance and review of the organisation's business classification schemes (BCS), thesauri for record titling, authorised abbreviations and metadata rules and dictionaries.	GA28-12.09.07	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Control	Records relating to the receipt and dispatch of the organisation's mail. Includes receipts and/or registers for registered and certified mail.Note: With paper-based registers, retain minimum of 3 years after last entry in the register. With electronic registers, retain minimum of 3 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-12.09.08	Destroy action completed	3Y
INFORMATION MANAGEMENT - Control	Records relating to the recall and return of records from offsite storage or from State archives.	GA28-12.09.09	Destroy See authorised action	2Y
INFORMATION MANAGEMENT - Customer service	Final, approved versions of charters, standards or guarantees relating to the provision of information management services to clients.	GA28-12.10.01	Destroy superseded	2Y
INFORMATION MANAGEMENT - Customer service	Records relating to the development and review of charters, standards or guarantees relating to the provision of information management services to clients. Records include: - background research - draft versions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-12.10.02	Destroy administrative or reference use ceases	NAP

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Function/Activity	Description	GDA	Retention Description	Retention Period
INFORMATION MANAGEMENT - Customer service	Records relating to the administration of specialised information services to support the provision of customer services, e.g. help/information desks, translation services, outreach services etc.	GA28-12.10.03	Destroy action completed	2Y
INFORMATION MANAGEMENT - Customer service	Records relating to advice on customer services regarding information management provided by the organisation.	GA28-12.10.04	Destroy action completed	2Y
INFORMATION MANAGEMENT - Customer service	Records relating to suggestions received from personnel and the public in relation to information management services.	GA28-12.10.05	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Customer service	Contact details of clients, e.g. email lists, telephone lists.	GA28-12.10.06	Destroy superseded	
INFORMATION MANAGEMENT - Disposal	Records relating to the implementation of records disposal decisions. Includes internal lists and approval for the destruction of records, advice from State Records regarding authorisation for the disposal of records and certificates of destruction. Excludes internal decisions to extend retention periods.Note: Records may be required for long periods as evidence of accountable destruction. Records regarding core business functions and areas of risk may need to be retained for longer periods.	GA28-12.11.01	Destroy action completed	20Y
INFORMATION MANAGEMENT - Disposal	Records relating to internal decisions to extend records retention periods.Note: If these decisions are to be incorporated into revisions of retention and disposal authorities, retain in accordance with the relevant entry under INFORMATION MANAGEMENT - POLICY.	GA28-12.11.02	Destroy See authorised action	
INFORMATION MANAGEMENT - Disposal	Records relating to the transfer of records as State archives. Records include: - transfer proposals - lists of series proposed for transfer - series information - consignment lists - records of notification from State Records of approval - proof of receipt of records by State Records - amended consignment lists from State Records - related correspondence.Note: These records are not required as State archives. However, they should be retained by the organisation as a record of exactly what was transferred to archives and for the organisation's reference so they know what records they continue to be responsible for.	GA28-12.11.03	See authorised action See authorised action	
INFORMATION MANAGEMENT - Disposal	Records relating to the transfer of records to commercial storage. Records include: - consignment lists - proof of receipt of records by storage provider - related correspondence.	GA28-12.11.04	See authorised action See authorised action	
INFORMATION MANAGEMENT - Disposal	Records relating to the temporary transfer of records to the custody of another organisation as a consequence of administrative arrangements. Records include listings or details of records transferred.	GA28-12.11.05	See authorised action See authorised action	
INFORMATION MANAGEMENT - Disposal	Records relating to the transfer of records to successor organisations as a consequence of changes in administrative arrangements or functions or privatisation.	GA28-12.11.06	Destroy action completed	20Y
INFORMATION MANAGEMENT - Disposal	Records relating to the recovery of records and their return to official custody, i.e. the recovery of estrays. (Estrays are records of the organisation that have passed into private ownership, generally without approval). Records include: - minutes or notes of meetings and correspondence with State Records and the organisations or individuals who have custody - records of decisions regarding management and recovery - reports of outcomes.	GA28-12.11.07	Destroy action completed	7Y
INFORMATION MANAGEMENT - Disposal	Records relating to the culling of library or information resource collections.	GA28-12.11.08	Destroy action completed	7Y
INFORMATION MANAGEMENT - Disposal	Existing master collections of major publications produced by the organisation or its predecessor and retained, e.g. in the organisation's library, where they are unlikely to have been captured in recordkeeping systems.Note: Organisational publications should be covered in the organisation's functional retention and disposal authority. This entry allows the discretionary intake of particular publications as State archives. Its application will be limited. Minor publications, e.g. newsletters or promotional materials, or final, authorised versions of publications captured into recordkeeping systems, such as reports or policies, can be sentenced using entries elsewhere in this authority and the organisation's own functional retention and disposal authority.	GA28-12.11.09	Required as State archives	P
INFORMATION MANAGEMENT - Distribution	Records relating to the distribution of information resources, e.g. correspondence, paper files, newscuttings, mail. Records include: - distribution lists - advice on changes of location.	GA28-12.12.01	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Donations	Records relating to the donation of information resources, e.g. books, to the organisation. Includes liaison regarding conditions of donation.	GA28-12.13.01	Destroy See authorised action	
INFORMATION MANAGEMENT - Enquiries	Records relating to the handling of enquiries from the public or government organisations relating to the information management services or holdings of the organisation.	GA28-12.14.01	Destroy action completed	2Y
INFORMATION MANAGEMENT - Evaluation	Records relating to the evaluation of potential or existing information management programs, services and systems, e.g. records and library materials, operational services for clients of libraries, archives and records management units, information systems etc.	GA28-12.15.01	Destroy action completed	5Y
INFORMATION MANAGEMENT - Implementation	Records relating to the implementation and initial monitoring of information management systems and projects within the organisation, including recordkeeping, knowledge management and library management systems and projects. Includes pilots and post implementation reviews.	GA28-12.16.01	Destroy action completed	7Y
INFORMATION MANAGEMENT - Intellectual property	Records relating to the management of copying services in the organisation. Includes the administration of payments made to collecting societies and sampling undertaken to support the payment process.	GA28-12.17.01	Destroy action completed	7Y

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INFORMATION MANAGEMENT - Intellectual property	Copyright declaration forms signed by users of the organisation's information services. Remarks: Subject to Copyright Act 1968, section 203 and Copyright Regulation 1969, Regulation 25A. The latter requires that declarations for reproduction of whole or part of a work be retained for 4 years after making of the copy.	GA28-12.17.02	Destroy action completed	4Y
INFORMATION MANAGEMENT - Inventory	Routine inventories of library materials or records censuses undertaken to monitor location control.	GA28-12.18.01	Destroy See authorised action	
INFORMATION MANAGEMENT - Marketing	Records relating to the promotion of the services of library, records management and information management units, e.g. notices to clients regarding collection additions or new services available.	GA28-12.19.01	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Planning	Final, approved versions of plans for information management projects, systems and activities within an organisation, e.g. Privacy Management Plans, operational plans, records and information management plans, vital records plans etc, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-12.20.01	Destroy See authorised action	5Y
INFORMATION MANAGEMENT - Planning	Records relating to the development and review of the organisation's information management plans, e.g. Privacy Management Plans, operational plans, records and information management plans, vital records plans etc. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-12.20.02	Destroy action completed	3Y
INFORMATION MANAGEMENT - Policy	Final, approved versions of information management policies, e.g. information management security policies, library and recordkeeping/records management policies, email policies, policies for the management of digital records, Privacy Codes of Practice, Health Privacy Codes of Practice etc, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-12.21.01	Destroy See authorised action	5Y
INFORMATION MANAGEMENT - Policy	Records relating to the development and review of the organisation's information management policies e.g. information management security policies, library and recordkeeping/records management policies, email policies, policies for the management of digital records, Privacy Codes of Practice, Health Privacy Codes of Practice etc. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-12.21.02	Destroy action completed	3Y
INFORMATION MANAGEMENT - Policy	Retention and disposal authorities issued by State Records and authorised for the organisation to use. Note: While State Records retains copies of all approved retention and disposal authorities it is recommended organisations also retain copies of any authorities applying to the records created and maintained by them for as long as the authority is in force and for appropriate periods for future reference to account for authorised disposal of records.	GA28-12.21.03	Destroy See authorised action	
INFORMATION MANAGEMENT - Policy	Records relating to the development and review of retention and disposal authorities produced for the organisation. Records include: - background research - correspondence with State Records - records of consultations - draft versions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, business units, stakeholders etc.	GA28-12.21.04	Destroy action completed	10Y
INFORMATION MANAGEMENT - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing information management procedures, e.g. library procedures, records management procedures, security arrangements for information resources, mail handling protocols etc, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-12.22.01	Destroy See authorised action	5Y
INFORMATION MANAGEMENT - Procedures	Records relating to the development and review of the organisation's information management procedures, e.g. library procedures, records management procedures, security arrangements for information resources, mail handling protocols etc. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-12.22.02	Destroy action completed	3Y
INFORMATION MANAGEMENT - Reporting	Records relating to the development and review of reports regarding information management programs, services and systems. Records include: - background research - records relating to the outcomes of consultation with employees, unions, other stakeholders etc - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-12.23.01	Destroy action completed	7Y
INFORMATION MANAGEMENT - Reporting	Records relating to internal periodic reports on general administrative matters used to monitor recurring activities to support information management programs, services and systems. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-12.23.02	Destroy action completed	3Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
INFORMATION MANAGEMENT - Reporting	Records relating to Freedom of Information (FOI) reporting, including Statements of Affairs, Summary of Affairs and periodical reports.	GA28-12.23.03	Destroy administrative or reference use ceases	NAP
INFORMATION MANAGEMENT - Reviewing	Records relating to the review of information management programs and services, e.g. reviews of storage areas for records and library materials, operational services for clients of libraries, archives and records management units, information systems etc. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final versions of approved reports - project or action plans.	GA28-12.24.01	Destroy action completed	5Y
INFORMATION MANAGEMENT - Security	Records relating to major security breaches affecting information resources, e.g. where records and information have been unlawfully accessed or removed from official custody.	GA28-12.25.01	Destroy action completed	15Y
INFORMATION MANAGEMENT - Security	Records relating to minor security breaches affecting information resources, e.g. where records have not been appropriately secured.	GA28-12.25.02	Destroy action completed	5Y
INFORMATION MANAGEMENT - Security	Records relating to security arrangements for records storage, e.g. safes, vaults, security equipment and off site storage for vital records.	GA28-12.25.03	Destroy action completed	5Y
INFORMATION MANAGEMENT - Security	Records relating to physical and intellectual security arrangements for access to records, e.g. decisions regarding general security classifications for accessing records, delegations of authority etc.	GA28-12.25.04	Destroy superseded	5Y
LEGAL SERVICES		GA28-13.01.00		
LEGAL SERVICES - Advice	Records relating to legal advice from internal or external legal service providers, including the Crown Solicitor's Office, regarding:- Cabinet matters-interpretations of legislation administered by the organisation-proposals for new or amended legislation for the organisation-industrial issues involving the organisation-matters which are precedent setting in nature-matters resulting in significant changes to the organisation's policies.	GA28-13.01.01	Required as State archives	P
LEGAL SERVICES - Advice	Records relating to legal advice from internal or external legal providers, including the Crown Solicitor's Office, that does not relate to:-Cabinet matters-interpretations of legislation administered by the organisation-proposals for new or amended legislation for the organisation-industrial issues involving the organisation-matters which are precedent setting in nature-matters resulting in significant changes to the organisation's policies.	GA28-13.01.02	Destroy action completed	15Y
LEGAL SERVICES - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the provision of legal services, advice or representation that do not form part of contracting-out or tendering arrangements. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-13.02.01	Destroy See authorised action	
LEGAL SERVICES - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or statutory requirements relating to the provision of legal services, e.g. those in Quality System Guidelines AS/NZS ISO 9001:1994 for the legal profession.Note: Retention period is provided as a guide only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	GA28-13.03.01	Destroy action completed	6Y
LEGAL SERVICES - Litigation	Records relating to issues, claims or case matters which: - set legal precedents, or - result in significant changes to the organisation's policies or procedures, or the way in which the organisation operates. Records include: - briefs for counsel - copies of documents required by or lodged with a court - records of consultation with the Attorney General's Department or other organisations - records documenting compliance with court instructions, e.g. subpoenas and discovery orders.	GA28-13.04.01	Required as State archives	P
LEGAL SERVICES - Litigation	Records relating to issues, claims or case matters which: - do not set legal precedents, or - do not result in significant changes to the organisation's policies or procedures, or the way in which the organisation operates. Records include: - briefs for counsel - copies of documents required by or lodged with a court - records of consultation with the Attorney General's Department or other organisations - records documenting compliance with court instructions, e.g. subpoenas and discovery orders.Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. for records relating to criminal matters or matters relating to minors where appeals or challenges may be lodged many years after the matter is concluded. Organisations should also ensure that all appeals have been exhausted before disposing of records relating to the handling of the matter or court proceedings.	GA28-13.04.02	Destroy action completed	7Y
LEGAL SERVICES - Litigation	Records relating to the management of subpoenas and discovery orders where the organisation is not a party to the proceedings. Includes detailed lists and copies of records found.	GA28-13.04.03	Destroy action completed	2Y
LEGAL SERVICES - Planning	Final, approved versions of plans regarding legal programs and services, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-13.05.01	Destroy See authorised action	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
LEGAL SERVICES - Planning	Records relating to the development and review of the organisation's plans regarding legal programs and services. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-13.05.02	Destroy action completed	3Y
LEGAL SERVICES - Policy	Final, approved versions of policies regarding the provision of legal services, advice and representation, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-13.06.01	Destroy See authorised action	5Y
LEGAL SERVICES - Policy	Records relating to the development and review of the organisation's policies regarding the provision of legal services, advice and representation. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, stakeholders etc.	GA28-13.06.02	Destroy action completed	3Y
LEGAL SERVICES - Procedures	Final, approved versions of procedures regarding the provision of legal services, advice and representation and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-13.07.01	Destroy See authorised action	5Y
LEGAL SERVICES - Procedures	Records relating to the development and review of the organisation's procedures regarding the provision of legal services, advice and representation. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-13.07.02	Destroy action completed	3Y
LEGAL SERVICES - Reporting	Records relating to formal reports regarding legal services programs and services. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-13.08.01	Destroy action completed	7Y
LEGAL SERVICES - Reporting	Records relating to internal periodic reports on general administrative matters used to monitor and document recurring activities to support legal services programs and services. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-13.08.02	Destroy action completed	3Y
LEGAL SERVICES - Research	Final, approved reports consolidating research collected for legal services purposes.	GA28-13.09.01	Destroy action completed	5Y
LEGAL SERVICES - Research	Research data including literature searches, questionnaires, statistics, surveys and other raw data.	GA28-13.09.02	Destroy administrative or reference use ceases	NAP
LEGAL SERVICES - Reviewing	Records relating to the review of legal services programs and services. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-13.10.01	Destroy action completed	5Y

Function/Activity	Description	GDA	Retention Description	Retention Period
LIBRARY MANAGEMENT	See also General Retention and Disposal Authority: Administrative Records for Library Service records. See COLLECTIONS MANAGEMENT for records relating to the management of non-library collections.	GDA23-5.0.0		
LIBRARY MANAGEMENT - Copyright		GDA23-5.1.0		
LIBRARY MANAGEMENT - Copyright	Records relating to copyright including copyright declarations. Note: retention period based on Copyright Regulation 1969 No.58 (consolidated to 28 Jan 1999), Part 7, Reg 25A.	GDA23-5.1.1	Retain for minimum of 4 years after copy made, then destroy.	04Y
LIBRARY MANAGEMENT - Fines/penalties	The imposing of fines or other penalties for the late return, loss, or damage to library items (ie books, journals, newspapers, etc).	GDA23-5.2.0		
LIBRARY MANAGEMENT - Fines/penalties	Records relating to the imposing of fines or other penalties (other penalties may include withholding graduation offers until payment of fines and/or return of library items). See also <i>General Retention and Disposal Authority: Administrative Records – FINANCIAL MANAGEMENT</i> for debt recovery records.	GDA23-5.2.1	Retain for minimum of 6 months after action completed, then destroy.	06M
LIBRARY MANAGEMENT - Loans		GDA23-5.3.0		
LIBRARY MANAGEMENT - Loans	Records relating to provision of library borrowing and usage rights.	GDA23-5.3.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
LIBRARY MANAGEMENT - Loans	Records relating to inter-library loans.	GDA23-5.3.2	Retain until no longer required for administrative purpose, then destroy.	NAP
LIBRARY MANAGEMENT - Loans	Records of borrowings and use of library materials.	GDA23-5.3.3	Retain until no longer required for administrative purpose, then destroy.	NAP
OCCUPATIONAL HEALTH & SAFETY		GA28-14.01.00		
OCCUPATIONAL HEALTH & SAFETY - Accidents	Records relating to incidents that result in serious personal injury or incapacity to employees. Records include: - incident/injury records, e.g. incident/accident report forms - notifications to insurer - records of investigation by the organisation into incident - details of notifications to WorkCover NSW of incident - copies of investigation reports by Police, WorkCover NSW inspectors etc into incident. See 14.1.6 for registers of injuries. Note: Records may be required for compensation claims which can potentially be lodged at any time during the lifetime of the claimant. Retention period is intended to cover potential life expectancy of claimants. Consideration may need to be given to retaining these records longer in some circumstances. When an accident results in a compensation claim, relevant records should be copied to the compensation claim file.	GA28-14.01.01	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Accidents	Records relating to incidents that results in the death of employees. Records include: - incident records, e.g. incident/accident report forms - notifications to insurer - records of investigation by the organisation into incident - details of notifications to WorkCover NSW of incident - copies of investigation reports by Police, WorkCover NSW inspectors etc into incident. See 14.1.6 for registers of injuries.	GA28-14.01.02	Destroy See authorised action	
OCCUPATIONAL HEALTH & SAFETY - Accidents	Records relating to incidents involving employees that do not result in death, serious personal injury or incapacity to employees. Records include: - incident/injury records - notifications to insurer - records of investigation by organisation/WorkCover NSW into incident. See 14.1.6 for registers of injuries. Note: A compensation claim can potentially be lodged at any time in the lifetime of the claimant, but it is likely to occur within the retention period. Consideration may need to be given to retaining these records longer in some circumstances. When an accident results in a compensation claim, relevant records should be copied to the compensation claim file.	GA28-14.01.03	Destroy action completed	25Y
OCCUPATIONAL HEALTH & SAFETY - Accidents	Records relating to incidents involving members of the public, including work experience students and volunteers or other persons who are not employees. Records include: - incident/injury records - notifications to insurer - records of investigation by organisation/WorkCover NSW into incident. See 14.1.6 for registers of injuries. Note: Consideration may need to be given to retaining these records longer in some circumstances. When an accident results in a compensation claim, relevant records should be copied to the compensation claim file.	GA28-14.01.04	Destroy See authorised action	

Function/Activity	Description	GDA	Retention Description	Retention Period
OCCUPATIONAL HEALTH & SAFETY - Accidents	Records relating to the provision of first aid treatment. Records include: - first aid registers - forms/records detailing treatment given. See 14.1.1-4 in cases where first aid treatment is documented together with incident/injury records. See 14.1.6 where first aid registers function as the equivalent of registers of injuries. Note: With paper-based registers, retain minimum of 5 years after last entry in the register. With electronic registers, retain minimum of 5 years after last update or amendment to an entry, or after data has become obsolete, then destroy. Consideration may need to be given to retaining these records longer in some circumstances if the record is potentially the only record of the occurrence of an injury.	GA28-14.01.05	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Accidents	Registers of injuries. Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-14.01.06	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Accidents	Copies or details of records of all incidents and/or hazards in an organisation kept or compiled together for occupational health and safety assessment or monitoring purposes. See 14.1.6 for registers of injuries. Note: Ensure records of incidents relevant to a claim are retained on OCCUPATIONAL HEALTH AND SAFETY - ACCIDENTS and COMPENSATION - CLAIMS files.	GA28-14.01.07	Destroy administrative or reference use ceases	NAP
OCCUPATIONAL HEALTH & SAFETY - Appeals	Records relating to an appeal made by the organisation to the Administrative Decisions Tribunal for review of a decision made under occupational health and safety legislation. Records include: - copies of applications to the Administrative Decisions Tribunal - copies of proceedings/notifications of outcome of Tribunal decisions - correspondence with the Tribunal. Note: Decisions subject to review are listed under s.351 of the Occupational Health and Safety Regulation 2001, e.g. refusal to accredit person as a trainer, refusal to register a plant design or issue a certificate of competency.	GA28-14.02.01	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Audit	Records relating to audits of the organisation's occupational health and safety management systems or processes. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - records of remedial action. Note: If serious deficiencies are identified during audits, longer retention may be required, particularly if records include documentation of remedial action undertaken.	GA28-14.03.01	Destroy action completed	6Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to the licensing or registration process for a business, substance, place or type of work involving contact with toxic or hazardous materials. Records include: - applications for, renewals, cancellations or details regarding suspension of permits, licences, certificates of registration - copies of permits, licences, certificates of registration - conditions of registration or licensing - applications for review of decisions regarding registration or licensing. Note: The existence of permits, authorisations etc may be relevant to compensation claims which can be lodged at any time within the lifetime of the claimant.	GA28-14.04.01	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to the licensing or registration process for a business, substance, place or type of work not involving contact with hazardous or toxic materials. Records include: - applications for, renewals, cancellations or details regarding suspension of permits, licences, certificates of registration - receipt for payment of fees (if relevant) - copies of permits, licences, certificates of registration - conditions of registration or licensing - applications for review of decisions regarding registration or licensing. Note: The existence of permits etc may be relevant to compensation claims, and in these cases should be copied and kept with records of the claim.	GA28-14.04.02	Destroy See authorised action	7Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to health surveillance of employees exposed or at risk of exposure to hazardous or carcinogenic substances or conditions, including asbestos or cytotoxins and lead. Records include: - details of employee/s exposed to or at risk of exposure to hazardous or carcinogenic substances or conditions - notifications to WorkCover NSW by employer of intention to carry out work that involves the use of carcinogenic substances or lead risk work or other notifications as required - reports of outcomes of medical examinations to determine exposure or monitor the effects of exposure on an ongoing basis - copies of written statements to employees regarding exposure when they cease employment.	GA28-14.04.03	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Hazardous substances registers (including asbestos registers) identifying substance properties and details of their condition. Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy. See OCCUPATIONAL HEALTH & SAFETY - Health promotion for records relating to material safety data sheets (MSDS).	GA28-14.04.04	Destroy action completed	75Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to entry and work permits for access to confined spaces. Records include: - requests for access - entry and work permits.Note: Longer retention may be required for these records if continuing monitoring or health surveillance is required.	GA28-14.04.05	Destroy See authorised action	0Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to compliance with court orders or notices issued by regulatory bodies in connection with occupational health and safety breaches. Records include: - notices or court orders, e.g. provisional improvement notices (PINS), court orders to publicise or notify offences or to commence a specified project - records of compliance with orders or notices - records of reporting on compliance.	GA28-14.04.06	Destroy action completed	10Y
OCCUPATIONAL HEALTH & SAFETY - Compliance	Records relating to drug and alcohol testing of employees. Records include: - sample collection forms - laboratory reports and statements.See PERSONNEL - Recruitment or records relating to drug and alcohol testing conducted as part of pre-employment requirements.	GA28-14.04.07	See authorised action See authorised action	
OCCUPATIONAL HEALTH & SAFETY - Health promotion	Records relating to the promotion of safe work practices including notices, posters and promotional materials and records of their distribution.See PUBLICATION - Production for records relating to the design, layout, printing etc of health promotion materials.	GA28-14.05.01	Destroy administrative or reference use ceases	NAP
OCCUPATIONAL HEALTH & SAFETY - Health promotion	Information sheets etc detailing hazards associated with the use of materials and first aid instructions maintained for reference or safety instruction, e.g. material safety data sheets (MSDS).	GA28-14.05.02	Destroy See authorised action	
OCCUPATIONAL HEALTH & SAFETY - Health promotion	Summary details of materials safety information maintained by the organisation, e.g. material safety data sheets (MSDS) registers.Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-14.05.03	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Health promotion	Records relating to the management and administration of programs to promote a healthy working environment, such as routine immunisation and health monitoring programs.	GA28-14.05.04	Destroy action completed	7Y
OCCUPATIONAL HEALTH & SAFETY - Health promotion	Health promotion records relating to an individual employee, including: - reports of health monitoring or notifications or certificates of immunisation or vaccination - reports/notifications of outcomes of medical examinations to determine fitness for duty.See PERSONNEL - Recruitment for records relating to medical examinations performed for recruitment purposes.	GA28-14.05.05	Destroy See authorised action	7Y
OCCUPATIONAL HEALTH & SAFETY - Inspections	Records relating to routinely conducted inspections of hazardous substances in the workplace to ensure or check compliance with regulations, standards etc for their management and use.See PROPERTY MANAGEMENT - Inspections for records relating to inspections to determine whether asbestos or other hazardous substances are present in buildings or land.	GA28-14.06.01	Destroy action completed	75Y
OCCUPATIONAL HEALTH & SAFETY - Inspections	Records relating to routinely conducted workplace inspections undertaken either by the organisation or employee representatives to identify and monitor occupational health and safety risks or hazards. Records include: - notes of inspection - records of liaison with WorkCover NSW - records relating to complaints about the way an investigation was carried out - details of remedial action undertaken.	GA28-14.06.02	Destroy action completed	7Y
OCCUPATIONAL HEALTH & SAFETY - Planning	Final, approved versions of the organisation's occupational health and safety plans, e.g. asbestos management, emergency evacuation and medical evacuation plans etc, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-14.07.01	Destroy See authorised action	5Y
OCCUPATIONAL HEALTH & SAFETY - Planning	Records relating to the development and review of the organisation's occupational health and safety plans, e.g. asbestos management, emergency evacuation and medical evacuation plans etc. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-14.07.02	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Policy	Final, approved versions of policies relating to specific occupational health and safety tasks and practices, e.g. policies on the management of hazardous materials, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-14.08.01	Destroy See authorised action	75Y
OCCUPATIONAL HEALTH & SAFETY - Policy	Final, approved versions of policies relating to occupational health and safety programs, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.Note: Evidence of policies in place at a particular time may be of relevance for future claims or legal action involving the organisation. Organisations should consider known or potential risks, which may be identified in risk assessments, when deciding if records of policies need to be retained for longer periods.	GA28-14.08.02	Destroy See authorised action	5Y

Function/Activity	Description	GDA	Retention Description	Retention Period
OCCUPATIONAL HEALTH & SAFETY - Policy	Records relating to the development and review of the organisation's occupational health and safety policies. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-14.08.03	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Procedures	Final, approved versions of procedures relating to specific occupational health and safety tasks and practices, e.g. procedures on the management of hazardous materials, safe work method statements (SWMS), and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-14.09.01	Destroy See authorised action	75Y
OCCUPATIONAL HEALTH & SAFETY - Procedures	Final, approved versions of procedures relating to occupational health and safety programs, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: Evidence of procedures in place at a particular time may be of relevance for future claims or legal action involving the organisation. Organisations should consider known or potential risks, which may be identified in risk assessments, when deciding if records of procedures need to be retained for longer periods.	GA28-14.09.02	Destroy See authorised action	5Y
OCCUPATIONAL HEALTH & SAFETY - Procedures	Records relating to the development and review of the organisation's occupational health and safety procedures. Records include: - background research - records of consultations - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-14.09.03	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Reporting	Records relating to formal internal and external reports regarding occupational health and safety programs and practices. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-14.10.01	Destroy action completed	7Y
OCCUPATIONAL HEALTH & SAFETY - Reporting	Records relating to internal periodic reports on general administrative matters used to monitor and document recurring activities to support occupational health and safety programs and practices, e.g. lost time injury statistics. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-14.10.02	Destroy action completed	3Y
OCCUPATIONAL HEALTH & SAFETY - Reporting	Records relating to statistical information and survey responses on occupational health & safety forwarded to external sources, e.g. Australian Bureau of Statistics. Records include copies of returns, related correspondence.	GA28-14.10.03	Destroy action completed	2Y
OCCUPATIONAL HEALTH & SAFETY - Representatives	Records relating to the election of occupational health and safety representatives to committees and/or to act independently. Records include: - ballot papers - nominations.	GA28-14.11.01	Destroy See authorised action	2Y
OCCUPATIONAL HEALTH & SAFETY - Representatives	Records relating to the nomination, appointment, resignation and termination of first aid officers, fire wardens and safety officers. Records include: - letters of appointment - details of roles and responsibilities - letters of resignation.	GA28-14.11.02	Destroy See authorised action	1Y
OCCUPATIONAL HEALTH & SAFETY - Reviewing	Records relating to the review of occupational health and safety programs and services. Records include: - records setting review parameters - analyses of injury and illness data, hazard and incident reports, notifications and accident investigation outcomes to establish trends - measurements and reviews of performance against performance indicators - reports on review and recommendations.	GA28-14.12.01	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Risk management	Records relating to risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where health surveillance and/or monitoring of employees are necessary, and where the severity of risk is high. Records include: - records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - records of decisions and reports developed to eliminate or control risks, e.g. health surveillance, changes to facilities, systems or methods of work or plan or substances used for work - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks.	GA28-14.13.01	Destroy action completed	75Y

Function/Activity	Description	GDA	Retention Description	Retention Period
OCCUPATIONAL HEALTH & SAFETY - Risk management	Records relating to risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where ongoing health surveillance and/or monitoring of employees are necessary, but where the severity of risk is low. Records include: - records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - records of decisions and reports developed to eliminate or control risks, e.g. health surveillance, changes to facilities, systems or methods of work or plans or substances used for work - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks. Remarks: Occupational Health and Safety Regulation 2001 requires all risk assessment reports indicating a need for atmospheric monitoring or health surveillance, and records of the results of any atmospheric monitoring or health surveillance for at least 30 years after the date of last entry (s.171).	GA28-14.13.02	Destroy action completed	30Y
OCCUPATIONAL HEALTH & SAFETY - Risk management	Records relating to risk management of occupational health and safety hazards where risk assessments indicate minimal or no risk to employees and where health surveillance and/or monitoring is not required. Records include: - records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks.	GA28-14.13.03	Destroy action completed	5Y
OCCUPATIONAL HEALTH & SAFETY - Risk management	Records relating to the monitoring of atmospheric contaminants when a risk assessment indicates that it should be undertaken. Remarks: Section 55 of the Occupational Health and Safety Regulation 2001 indicates that if a risk assessment indicates that monitoring of atmospheric contaminants should be undertaken at a workplace, monitoring needs to be undertaken, recorded and the results made readily accessible to employees who may have been exposed. Under s.171 these records should be available for at least 30 years. See OCCUPATIONAL HEALTH & SAFETY - Inspections for records relating to routinely conducted inspections of hazardous substances in the workplace.	GA28-14.13.04	Destroy action completed	30Y
OCCUPATIONAL HEALTH & SAFETY - Standards	Records relating to the development and implementation of industry codes of practice. Records include: - records of consultations with WorkCover NSW - copies of draft codes - submissions on draft codes.	GA28-14.14.01	Destroy action completed	2Y
PERSONNEL		GA28-15.01.00		
PERSONNEL - Academic Promotions		GDA23-6.1.0		
PERSONNEL - Academic Promotions	Records relating to successful applicant for academic promotion.	GDA23-6.1.1	Retain for same period as personal file, then destroy.	
PERSONNEL - Academic Promotions	Records created or received in the course of the decision-making process for promotion of staff. Examples of records records of promotions and appeals committees; applications and supporting material; referee reports.	GDA23-6.1.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
PERSONNEL - Advice	Records relating to the provision of advice and assistance to employees about employment conditions, career, personal matters, trauma, finances, salaries, superannuation etc. Includes orientation advice for new employees and rehabilitation or return to work assistance not related to a compensation case. Records include notes, reports, etc.	GA28-15.01.01	Destroy action completed	7Y
PERSONNEL - Advice	Records relating to the provision of counselling by a professional counsellor. Includes case files. Note: Case files may be destroyed prior to the expiry of the minimum retention period in certain circumstances e.g. agreement between counsellor and client, agreement between organisation and union.	GA28-15.01.02	Destroy action completed	7Y
PERSONNEL - Advice	Records relating to the implementation of employee assistance/counselling programs or schemes, such as career or trauma counselling programs. Includes program plans and reports.	GA28-15.01.03	Destroy action completed	7Y
PERSONNEL - Authorisation	Records relating to applications, approvals and authorisations for employees to undertake a proposed action or activity, e.g. undertake a work trip, work from home, hold secondary employment etc. Includes approvals, refused applications.	GA28-15.02.01	Destroy See authorised action	7Y
PERSONNEL - Authorisation	Records relating to work-related travel arrangements and bookings for employees. Note: Records relating to payments for accommodation, airfares, vehicle hire are covered by FINANCIAL MANAGEMENT - Accounting.	GA28-15.02.02	Destroy action completed	2Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
PERSONNEL - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements relating to the management of personnel, e.g. the registration of an organisation with an 'approved screening agency' for working with children checks. Includes advice and guidance shared between the organisation and external bodies concerning compliance matters, including circulars and information letters.Note: The retention period provided is a guideline only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.Note: The registration records created or received by approved screening agencies are not covered in this Authority.	GA28-15.03.01	Destroy action completed	7Y
PERSONNEL - Emeritus/ Adjunct professors	Records relating to activities of emeritus/adjunct professors should be sentenced under relevant function/activity.	GDA23-6.2.0		
PERSONNEL - Emeritus/ Adjunct professors	Records relating to the appointment of emeritus/adjunct professors.	GDA23-6.2.1	Required as State archives	P
PERSONNEL - Employee service history	Records summarising the employment or service history of personnel. Includes: - name - date of birth - dates of employment/service - positions held and salary - locations worked.Note: This includes information maintained in electronic recordkeeping systems. Note: If an organisation is unable to easily produce summary records containing the above information, then it should contact State Records for advice.	GA28-15.04.01	Required as State archives	P
PERSONNEL - Employee service history	Records documenting the selection and appointment of: - chief executive officers - statutory officers appointed by the Minister (such as Chief Justices, Registrar-General, Surveyor-General, judges, magistrates, Director of Public Prosecutions) - University Chancellors and Vice Chancellors.Note: State Records should be contacted for advice about other categories of officers for whom records who may be eligible for transfer as State archives e.g. Government Architect.	GA28-15.04.02	Required as State archives	P
PERSONNEL - Employee service history	Records documenting the appointment and subsequent employment history (including separation from the organisation) of successful applicants for a position. Includes: - job applications and resumes - conduct and services checks - letters of appointment and acceptance - recognition of prior service - confidentiality agreement as part of employment - code of conduct - service records - correspondence, reports etc relating to separation.	GA28-15.04.03	Destroy See authorised action	
PERSONNEL - Employee service history	Records documenting the appointment and service of volunteers or individuals on work experience placements and job assistance schemes. Records include: - reports - correspondence - bonds and liabilities - agreements and undertakings - conditions of engagement - details of work performed - working with children declaration - code of conduct - service records.	GA28-15.04.04	Destroy See authorised action	
PERSONNEL - Employee service history	Records relating to individual employee's workplace agreements.	GA28-15.04.05	Destroy See authorised action	7Y
PERSONNEL - Employee service history	Records documenting declarations of interests by employees e.g. pecuniary interest, benefits and contacts.	GA28-15.04.06	Destroy superseded	7Y
PERSONNEL - Employee service history	Records relating to transfers or secondments (includes the transfer of teachers and hospital staff) and arrangements for employees to act in higher positions.	GA28-15.04.07	Destroy action completed	7Y
PERSONNEL - Employee service history	Records relating to the management of employment schemes and job assistance schemes. Includes reports, correspondence, bonds and liabilities.	GA28-15.04.08	Destroy action completed	7Y
PERSONNEL - Grievances	Records documenting formal and informal grievances lodged by an employee, including those referred to an external body. Includes notes of meetings, reports and recommendations.	GA28-15.05.01	Destroy action completed	7Y
PERSONNEL - Insurance	Insurance policies supporting the management of personnel, e.g. for personnel and household effects being moved between locations, including information provided for renewals.	GA28-15.06.01	Destroy See authorised action	7Y
PERSONNEL - Insurance	Records relating to the administration of insurance policies. Records include notices of renewals, advice on premiums payable etc.	GA28-15.06.02	Destroy action completed	1Y
PERSONNEL - Leave, attendance and absences	Summary details of leave taken by employees. Includes name, type of leave, dates taken, and approval.	GA28-15.07.01	Destroy See authorised action	
PERSONNEL - Leave, attendance and absences	Records documenting approvals for leave without pay in excess of 6 months, extended (long service) leave and study leave. Includes briefing notes and other supporting documentation.	GA28-15.07.02	Destroy See authorised action	7Y
PERSONNEL - Leave, attendance and absences	Records documenting applications for leave. Records include leave requests and applications, and associated supporting documentation.Note: Where an appropriate summary record of leave taken by an employee is not available, approved applications will need to be retained for a minimum period of 75 years after date of birth or 7 years after employment ceases, whichever is longer.	GA28-15.07.03	Destroy action completed	7Y
PERSONNEL - Leave, attendance and absences	Attendance records for employees, including flexitime sheets, time sheets and attendance sheets.Note: Licensees of children's services should meet the minimum retention requirements for these records outlined in National or NSW laws and regulations applying to early childhood education and care providers.	GA28-15.07.04	Destroy action completed	7Y
PERSONNEL - Leave, attendance and absences	Records documenting the management of rosters where these are not required or used to record attendance, e.g. where the signed attendance or time sheet is the accountable record of hours worked.	GA28-15.07.05	Destroy action completed	6M
PERSONNEL - Misconduct	Records relating to the management of instances or allegations of misconduct involving abuse or neglect of children. Records include: - advice of allegation and response - investigation documentation and reports - referrals to external bodies - records of remedial and/or disciplinary action - records of appeals.	GA28-15.08.01	Destroy action completed	100Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
PERSONNEL - Misconduct	Records relating to the management of instances or allegations of misconduct (not involving abuse or neglect of children) where an investigation is conducted. Records include: - advice of allegation and response - investigation documentation and reports - referrals to external bodies - records of remedial and/or disciplinary action - records of appeals.	GA28-15.08.02	Destroy action completed	10Y
PERSONNEL - Misconduct	Records relating to the management of instances or allegations of misconduct where no follow-up investigation is conducted.	GA28-15.08.03	Destroy action completed	7Y
PERSONNEL - Performance management	Records of awards to employees for bravery and meritorious service. Includes registers, nominations and details of awards.	GA28-15.09.01	Required as State archives	P
PERSONNEL - Performance management	Records relating to the administration and implementation of performance management programs, including recognition schemes for employees. Includes routine or periodic awards to employees in recognition of service.	GA28-15.09.02	Destroy action completed	10Y
PERSONNEL - Performance management	Records relating to the assessment, evaluation and review of an employee's performance. Includes performance agreements and development plans, reports on performance assessments, evaluations and reviews, performance counselling, etc.	GA28-15.09.03	Destroy superseded	3Y
PERSONNEL - Recruitment	Records relating to the filling of vacancies. Includes unsuccessful applications for a position or offers of employment which are not accepted. Includes: - applications to fill a vacancy - advertisements and details of position, duty statements, selection criteria etc. - selection committee records and reports - applications received - associated checks and approvals - eligibility lists - notifications to unsuccessful applicants - records of appeals. Note: The records of working with children checks or risk assessments created or received by approved screening agencies are not covered in this Authority.	GA28-15.10.01	Destroy See authorised action	2Y
PERSONNEL - Recruitment	Criminal history details provided as part of criminal record checks. Note: These records should be retained as per the agreement with the criminal history check service provider. See the relevant section of the Personnel Handbook for details of procedures to be followed by Government agencies with respect to the keeping of criminal records. Note: Records of criminal checks carried out by approved screening agencies are not covered in this Authority.	GA28-15.10.02	Destroy See authorised action	
PERSONNEL - Recruitment	Records relating to the marketing of professions, career paths and employment schemes including campaign records and advertisements. Includes recruitment strategies.	GA28-15.10.03	Destroy administrative or reference use ceases	NAP
PERSONNEL - Reporting	Records relating to the statutory reporting of incidents or referral of other matters to external bodies such as the Police, Independent Commission Against Corruption, the Ombudsman or child protection agencies e.g. Community Services.	GA28-15.11.01	Destroy action completed	10Y
PERSONNEL - Reporting	Records relating to reports regarding the management of personnel, e.g. workforce profile reports. Includes periodic internal reports on personnel programs and services. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-15.11.02	Destroy action completed	5Y
PERSONNEL - Representatives	Records relating to the nomination, appointment or resignation of individuals or groups of personnel as delegates or representatives of the organisation. Records include correspondence.	GA28-15.12.01	Destroy action completed	2Y
PERSONNEL - Reviewing	Records relating to the review of needs, initiatives and schemes to support the management of personnel, including post implementation reviews. Records include: - documents establishing the review - development of methodologies for review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-15.13.01	Destroy action completed	5Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PERSONNEL - Security	Records documenting the issue of security passes to employees and volunteers.	GA28-15.14.01	Destroy See authorised action	7Y
PERSONNEL - Security	Personal Security Files (PSFs) of employees or contractors where the records are in the ownership of NSW State Government agencies. Note: Personal Security Files (PSFs) contain personal security information maintained in conformity with the standards set out in the Australian Government Protective Security Policy Framework (PSPF). PSFs are raised for employees and contracted services providers with security clearances, but may also be raised for some uncleared personnel. These records document security checks (vetting) carried out as part of pre-engagement and pre-employment checks and periodic reviews.	GA28-15.14.02	Destroy See authorised action	
PERSONNEL - Security	Personal Security Files (PSFs) of employees or contractors who take up temporary or permanent employment with Federal, other State or Territory government agencies. Note: PSFs of staff temporarily transferred should return to the NSW Government agency at the end of the transfer period.	GA28-15.14.03	See authorised action See authorised action	
PERSONNEL - Social clubs and groups	Records relating to the interaction between the organisation and employee social clubs, groups and/or activities.	GA28-15.15.01	Destroy action completed	2Y
PERSONNEL - Suggestions	Records of suggestions from personnel.	GA28-15.16.01	Destroy action completed	2Y
PERSONNEL - Visiting/conjoint/ adjunct academics		GDA23-6.3.0		
PERSONNEL - Visiting/conjoint/ adjunct academics	Records relating to visiting, conjoint & adjunct academics, including fellows.	GDA23-6.3.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
PERSONNEL - Volunteers		GDA23-6.4.0		
PERSONNEL - Volunteers	Personal records relating to the recruitment and management of volunteers. Examples of records signed code of conduct; attendance records; contracts or other agreements.	GDA23-6.4.1	Retain for minimum of 6 years after separation, then destroy.	06Y
PROPERTY & FACILITIES MANAGEMENT	The function of managing working, storage or living space within premises and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Premises include buildings and grounds owned, rented or leased by the organisation such as office blocks, repositories and workshops. Note: this also includes the management etc of grounds including landscaping, roads and pathways. See also General Retention and Disposal Authority: Administrative Records for records relating to property and premises management.	GDA23-7.0.0		
PROPERTY & FACILITIES MANAGEMENT - Capital works	The construction of, renovation to or upgrade of buildings, structures, landscapes and environs.	GDA23-7.1.0		
PROPERTY & FACILITIES MANAGEMENT - Capital works	Construction Significant building/structure Key records relating to the construction of, major renovations to, or major capital works to, buildings, structures or environs that are of significance due to the fact that they are: award winning; a local or regional landmark; or heritage listed. Examples of records: plans/designs as approved; plans/designs as executed; specifications; photographs	GDA23-7.1.1	Required as State archives	P
PROPERTY & FACILITIES MANAGEMENT - Capital works	Construction – principal records Construction records of buildings, structures or environs not considered as ‘significant’ as defined in 7.1.1. Examples of records: plans/designs as approved; plans/designs as executed; specifications; photographs.	GDA23-7.1.2	Retain for minimum of 7 years after building or structure disposed of, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Construction – minor records Minor records relating to the construction of, or major capital works to buildings, structures or environs not covered in 7.1.1 and 7.1.2. See General Retention and Disposal Authority: Administrative Records for contracts.	GDA23-7.1.3	Retain for minimum of 7 years after construction work completed, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Fit-outs, renovations, installations & maintenance (involving structural changes) Records relating to structural changes to buildings, structures or environs as part of fit-outs, renovations, installations and maintenance. Examples of records: plans/designs as designed; plans/designs as executed; specifications; construction contracts & tender documents; photographs.	GDA23-7.1.4	Retain for minimum of 7 years after building or structure disposed of, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Fit-outs, installations & maintenance (non-structural changes) Records relating to non-structural changes to buildings, structures or environs as part of fit-outs, renovations, installations and maintenance. See General Retention and Disposal Authority: Administrative Records for contracts.	GDA23-7.1.5	Retain for minimum of 7 years from completion of work, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Upgrades or installation of services Key records relating to the upgrade or installation of services to buildings, structures and environs. Examples of records: plans; and specifications.	GDA23-7.1.6	Retain for minimum of 7 years from when superseded, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Administrative and supporting documentation relating to upgrades or installation of services.	GDA23-7.1.7	Retain for minimum of 7 years from completion of work, then destroy.	07Y
PROPERTY & FACILITIES MANAGEMENT - Capital works	Records relating to identification and management of asbestos used in construction.	GDA23-7.1.8	Retain for minimum of 99 years from removal or disposal of asbestos, then destroy.	99Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY & FACILITIES MANAGEMENT - Commemorative plaques		GDA23-7.2.0		
PROPERTY & FACILITIES MANAGEMENT - Commemorative plaques	Records relating to the design of plaques for use in or on structures within the university grounds.	GDA23-7.2.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Commemorative plaques	Records relating to the installation, management and removal or relocation of plaques for use in or on structures within the university grounds.	GDA23-7.2.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Flora/fauna management	Records relating to the management, handling and relocation of protected or endangered flora and fauna in areas under the control of the university.	GDA23-7.3.0		
PROPERTY & FACILITIES MANAGEMENT - Flora/fauna management	Records relating to the handling, relocation or disposal of protected flora and fauna. This can include: animal species registers; animal surveys; plant species registers; and plant surveys.	GDA23-7.3.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Flora/fauna management	Records relating to the management of native flora.	GDA23-7.3.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Flora/fauna management	Records relating to the management of wildlife and native flora reserves.	GDA23-7.3.3	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Flora/fauna management	Records relating to the management of endangered species.	GDA23-7.3.4	Retain for minimum of 10 years after action completed, then destroy.	10Y
PROPERTY & FACILITIES MANAGEMENT - Maps	Maps which are used for informational purposes. See PROPERTY & FACILITIES MANAGEMENT – Capital Works for architectural plans and survey maps. See also General Retention and Disposal Authority: Administrative Records for architectural or survey maps and plans.	GDA23-7.4.0		
PROPERTY & FACILITIES MANAGEMENT - Maps	Master copies of maps of university.	GDA23-7.4.1	Required as State archives	P
PROPERTY & FACILITIES MANAGEMENT - Maps	Maps used for any other purpose which are based on the master map. For example maps produced for induction/orientation week activities.	GDA23-7.4.2	Retain for minimum of 1 year after action completed, then destroy.	01y
PROPERTY & FACILITIES MANAGEMENT - Maps	Drafting records for maps and plans.	GDA23-7.4.3	Retain for minimum of 1 year after action completed, then destroy.	01y
PROPERTY & FACILITIES MANAGEMENT - Naming		GDA23-7.5.0		
PROPERTY & FACILITIES MANAGEMENT - Naming	Records relating to the naming of university buildings, roads, ovals, reserves and other structures.	GDA23-7.5.1	Retain for minimum of 10 years after building/structure disposed of, then destroy.	10y
PROPERTY & FACILITIES MANAGEMENT - Traffic management		GDA23-7.6.0		
PROPERTY & FACILITIES MANAGEMENT - Traffic management	Records of a routine nature relating to parking and other traffic matters.	GDA23-7.6.1	Retain for minimum of 6 months after action completed, then destroy.	06M
PROPERTY & FACILITIES MANAGEMENT - Traffic management	Records relating to management and planning of parking and traffic control.	GDA23-7.6.2	Retain for minimum of 5 years after action completed, then destroy.	05Y
PROPERTY & FACILITIES MANAGEMENT - Traffic management	Applications for parking permits.	GDA23-7.6.3	Retain for minimum of 1 year after expiry of permit, then destroy.	01Y
PROPERTY & FACILITIES MANAGEMENT - Traffic management	Records relating to fines/penalties for parking and other traffic offences.	GDA23-7.6.4	Retain for minimum of 2 years after action completed, then destroy.	02Y
PROPERTY & FACILITIES MANAGEMENT - Traffic management	Records relating to traffic accidents which involve injury or damage to property. See also General Retention and Disposal Authority - Administrative Records: COMENSATION; INSURANCE; LEGAL MATTERS – Litigation; and OCCUPATIONAL HEALTH & SAFETY (OH&S) for matters which result in compensation claims or litigation.	GDA23-7.6.5	Retain for minimum of 6 years after action completed, then destroy.	06Y
PROPERTY & FACILITIES MANAGEMENT - Waste management	The management of waste and the off-site disposal of waste products. See also General Retention and Disposal Authority: Administrative Records for contracts. PROPERTY & FACILITIES MANAGEMENT – Capital Works for records relating to the management and disposal of asbestos used in construction. Note: For definition of hazardous substances and further information refer to legislation and industry codes, eg Occupational Health and Safety Regulation 2001 and Australian Dangerous Goods Code.	GDA23-7.7.0		

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Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY & FACILITIES MANAGEMENT - Waste management	Records relating to the management and off-site disposal of non-hazardous substances.	GDA23-7.7.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
PROPERTY & FACILITIES MANAGEMENT - Waste management	Records relating to the management and off-site disposal of hazardous substances where the level of danger to humans and the environment is low and the effects are not potentially long-term, such as clinical and related waste. Note: For definition of hazardous substances and further information refer to legislation and industry codes, eg Occupational Health and Safety Regulation 2001 and Australian Dangerous Goods Code.	GDA23-7.7.2	Retain for minimum of 20 years after action completed, then destroy.	20Y
PROPERTY & FACILITIES MANAGEMENT - Waste management	Records relating to the management and off-site disposal of hazardous substances with potential long term effects on humans and the environment, such as radioactive waste, pesticides, etc.	GDA23-7.7.3	Retain for minimum of 99 years after action completed, then destroy.	99Y
PROPERTY MANAGEMENT		GA28.16.01.00		
PROPERTY MANAGEMENT - Acquisition	Records relating to the acquisition of property that is significant due to the fact that it is: - a recipient of prestigious State, national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - records of investigations into and reports on the property - images, including digital recordings, photographs, maps etc - records demonstrating public reaction to the purchase - environmental impact assessments - budget estimates - cost-benefit analyses - correspondence with the vendor or owner - due diligence checks prior to purchase - draft versions of contracts of purchase containing significant changes/alterations - final, approved versions of contracts of purchase.	GA28-16.01.01	Required as State archives	P
PROPERTY MANAGEMENT - Acquisition	Records relating to the acquisition of property that is not: - a recipient of prestigious State, - national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - records of investigations into and reports on the property - images, including digital recordings, photographs, maps etc - records demonstrating public reaction to the purchase - environmental impact assessments - budget estimates - cost-benefit analyses - correspondence with the vendor or owner - due diligence checks prior to purchase - draft versions of contracts of purchase containing significant changes/alterations - final, approved versions of contracts of purchase. Note: Specialty contracts include contracts under seal and deeds to property. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	GA28-16.01.02	Destroy See authorised action	
PROPERTY MANAGEMENT - Acquisition	Summary records created to facilitate the management of property owned by the organisation, e.g. deed registers, property registers, land registers etc.	GA28-16.01.03	Required as State archives	P
PROPERTY MANAGEMENT - Acquisition	Deeds or certificates of title for property owned by the organisation.	GA28-16.01.04	See authorised action See authorised action	
PROPERTY MANAGEMENT - Acquisition	Records relating to negotiations for property where the acquisition is not proceeded with.	GA28-16.01.05	Destroy action completed	10Y
PROPERTY MANAGEMENT - Acquisition	Records relating to the acquisition of services supporting property management, e.g. temporary use of plumbers, groundkeepers, electricians, where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering or where no maintenance contract is in place.	GA28-16.01.06	Destroy action completed	7Y
PROPERTY MANAGEMENT - Arrangements	Records relating to routine arrangements for the use of property. Includes parking arrangements and facility bookings.	GA28-16.02.01	Destroy administrative or reference use ceases	
PROPERTY MANAGEMENT - Audit	Records relating to audits of processes and systems to detect the presence of hazardous substances or conditions in buildings or land.	GA28-16.03.01	Destroy action completed	75Y
PROPERTY MANAGEMENT - Audit	Records relating to audits of the organisation's property or property management processes and systems not related to hazardous substances, e.g. water or waste recycling audits, energy usage audits, audits of construction processes etc. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - final versions of authorised reports - records of remedial action.	GA28-16.03.02	Destroy action completed	6Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY MANAGEMENT - Claims	Records relating to insurance claims and appeals by the organisation for damage to and/or loss of property.	GA28-16.04.01	Destroy See authorised action	7Y
PROPERTY MANAGEMENT - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements relating to the management of property, e.g. Australian and international standards for building management, disabled access, air conditioning, environmental regulations and building regulations, safety certification, maintenance for fire prevention and access to water supplies. Note: Retention period is provided as a guide only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	GA28-16.05.01	Destroy action completed	6Y
PROPERTY MANAGEMENT - Compliance	Records relating to breaches of regulatory requirements by the organisation, e.g. breaches of waste or environmental requirements, breaches of orders or requirements for the maintenance of heritage properties etc. See LEGAL SERVICES - Litigation for records relating to prosecution of the organisation for breaches of compliance requirements. See PROPERTY MANAGEMENT - Security for records relating to breaches of property security.	GA28-16.05.02	Destroy action completed	15Y
PROPERTY MANAGEMENT - Conservation	Summary records created to record and facilitate the identification and ongoing management of heritage assets, e.g. heritage and conservation registers. Includes records of changes to the heritage status of properties on the register.	GA28-16.06.01	Required as State archives	P
PROPERTY MANAGEMENT - Conservation	Records relating to the identification and assessment of assets owned by the organisation where the assessment has confirmed that the asset is of heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include: - internal organisational assessments - records of consultation with communities and other stakeholders - consultants' reports - nominations and submissions on proposed listings - correspondence with heritage bodies - notifications of inclusion on heritage listings - notifications of permanent heritage orders.	GA28-16.06.02	Required as State archives	P
PROPERTY MANAGEMENT - Conservation	Records relating to the identification and assessment of assets owned by the organisation where the assessment has determined that the asset is not of heritage significance. Includes records relating to assets provisionally listed on the organisation's heritage and conservation register that, once assessed, are subsequently removed. Records include: - internal organisational assessments - records of consultation with communities and other stakeholders - consultants' reports - nominations and submissions on proposed listings - correspondence with heritage bodies - notifications of outcome - notifications of interim heritage orders.	GA28-16.06.03	Destroy action completed	7Y
PROPERTY MANAGEMENT - Conservation	Records relating to the ongoing conservation maintenance of assets owned or occupied by the organisation that have been identified as having heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include: - applications seeking changes to heritage places - notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair - advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation - heritage agreements - records of site inspections and monitoring - records of remedial action.	GA28-16.06.04	Required as State archives	P
PROPERTY MANAGEMENT - Conservation	Records relating to the remediation of contaminated sites that: - present a major long term public health risk, e.g. toxic waste - involve major public controversy, or - have a significant impact on policies/procedures. Records include: - environmental and heritage impact assessments and plans - records of consultations - records of site inspections - records of remedial action - records of environmental monitoring.	GA28-16.06.05	Required as State archives	P
PROPERTY MANAGEMENT - Conservation	Records relating to the remediation of contaminated sites that do not: - present a major long term public health risk - involve major public controversy, or - have a significant impact on policies/procedures. Records include: - environmental and heritage impact assessments and plans - records of consultations - records of site inspections - records of remedial action - records of environmental monitoring.	GA28-16.06.06	Destroy action completed	75Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY MANAGEMENT - Construction	Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is of significance due to the fact that it is: - a recipient of a prestigious State, national or international architectural or design award - an important local or regional landmark, or - heritage listed. Records include: - building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements - records demonstrating public reaction to the construction - plans/designs as approved - plans/designs as executed and variations - specifications - photographs - drawings - site diaries and plans - archival recordings of demolition - records of structural changes made for installations, fit-outs and maintenance - records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces - display models of architectural quality. See 16.7.3 for project management records.	GA28-16.07.01	Required as State archives	P
PROPERTY MANAGEMENT - Construction	Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is not: - a recipient of prestigious State, - national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements - records demonstrating public reaction to the construction - plans/designs as approved - plans/designs as executed and variations - specifications - photographs - drawings - site diaries and plans - records of structural changes made for installations, fit-outs and maintenance - records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces - display models of architectural quality. See 16.7.3 for project management records.	GA28-16.07.02	See authorised action See authorised action	
PROPERTY MANAGEMENT - Construction	Records relating to project management for construction works. Records include: - records of budget and costs - records of client liaison on non technical matters - records of contractual matters such as variations, payment and sign off on construction - records of logistics - site procedures - records of quality and performance measurements - periodic reports - project risk management records and schedules - records of consultations. See 16.7.1-2 for site diaries.	GA28-16.07.03	Destroy See authorised action	12Y
PROPERTY MANAGEMENT - Construction	Records for projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as non-architectural quality models, correspondence with builders and records relating to minor day-to-day repairs or maintenance of site. See 16.7.3 for project management records. See PROPERTY MANAGEMENT - Installation for records relating to the installation of service systems, e.g. installation of heating, plumbing, air conditioning, security equipment, cabling, alarms etc, that do not involve structural changes. See PROPERTY MANAGEMENT - Maintenance for records relating to minor maintenance works.	GA28-16.07.04	Destroy See authorised action	7Y
PROPERTY MANAGEMENT - Construction	Records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work.	GA28-16.07.05	See authorised action See authorised action	
PROPERTY MANAGEMENT - Construction	Records relating to construction projects or proposals not proceeded with.	GA28-16.07.06	Destroy action completed	7Y
PROPERTY MANAGEMENT - Disposal	Records relating to the disposal of property that is significant due to the fact that it is: - a recipient of a prestigious State, national or international architectural or design award - an important local or regional landmark, or - heritage listed. Records include: - assessments and investigations - valuation certificates - records of preparation undertaken before disposal - archival recordings of demolition - draft versions of contracts of sale containing significant changes/alterations - final, approved versions of contracts of sale.	GA28-16.08.01	Required as State archives	P
PROPERTY MANAGEMENT - Disposal	Records relating to the disposal of property that is not: - a recipient of prestigious State, national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - assessments and investigations - valuation certificates - records of preparation undertaken before disposal - draft versions of contracts of sale containing significant changes/alterations - final, approved versions of contracts of sale.	GA28-16.08.02	Destroy See authorised action	
PROPERTY MANAGEMENT - Evaluation	Records relating to the evaluation of the suitability of potential property or the monitoring of existing property in relation to meeting the needs of the organisation's accommodation and business requirements, e.g. sourcing, appraising and evaluating potential accommodation, business cases, feasibility studies etc.	GA28-16.09.01	Destroy action completed	5Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY MANAGEMENT - Flora & fauna management	Records relating to the management of native flora or wildlife and flora reserves, and the relocation or disposal of protected flora and fauna from the organisation's property. Records include: - summary records created to facilitate the management of animal species, e.g. animal species registers - animal surveys - plant species registers - plant surveys. Note: With paper-based registers, retain minimum of 2 years after last entry in the register. With electronic registers, retain minimum of 2 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-16.10.01	Destroy action completed	2Y
PROPERTY MANAGEMENT - Flora & fauna management	Records relating to the management of endangered species.	GA28-16.10.02	Destroy action completed	10Y
PROPERTY MANAGEMENT - Inspections	Records relating to inspections to determine whether asbestos or other hazardous substances are present in buildings or land.	GA28-16.11.01	See authorised action See authorised action	
PROPERTY MANAGEMENT - Installation	Plans relating to the installation of service systems within the organisation's property, e.g. installation of heating, plumbing, air conditioning, security equipment, cabling, alarms etc. that do not involve structural changes.	GA28-16.12.01	See authorised action See authorised action	
PROPERTY MANAGEMENT - Installation	Records relating to the installation of service systems within the organisation's property, other than plans, that do not involve structural changes.	GA28-16.12.02	Destroy action completed	2Y
PROPERTY MANAGEMENT - Insurance	Records relating to property insurance policies including information provided for renewals and summary records created to facilitate the management of policies, e.g. insurance registers. Note: With paper-based registers, retain minimum of 7 years after expiry of the last policy listed in the register. With electronic registers, retain minimum of 7 years after expiry of the policy relating to an entry or after data has become obsolete, then destroy.	GA28-16.13.01	Destroy See authorised action	7Y
PROPERTY MANAGEMENT - Insurance	General insurance records. Records include: - routine correspondence such as notices of renewals, details of amounts of cover, advice on premiums payable - statistics.	GA28-16.13.02	Destroy action completed	1Y
PROPERTY MANAGEMENT - Leasing	Records relating to the leasing of property (where the organisation is the lessee). Records include: - correspondence and records of negotiations - signed leases - records of ongoing management of lease.	GA28-16.14.01	Destroy See authorised action	7Y
PROPERTY MANAGEMENT - Leasing	Summary records created to facilitate the management of leased property, e.g. lease registers. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-16.14.02	Destroy action completed	7Y
PROPERTY MANAGEMENT - Leasing	Records relating to leasing which is not proceeded with.	GA28-16.14.03	Destroy action completed	2Y
PROPERTY MANAGEMENT - Leasing-out	Records relating to the leasing of property (where the organisation is the lessor), including leasing residential accommodation to employees. Records include: - correspondence and records of negotiations - signed leases - records of ongoing management of lease.	GA28-16.15.01	Destroy See authorised action	7Y
PROPERTY MANAGEMENT - Leasing-out	Records relating to leasing-out which is not proceeded with.	GA28-16.15.02	Destroy action completed	2Y
PROPERTY MANAGEMENT - Maintenance	Records relating to major maintenance work carried out during the lifetime of a building, e.g. sometimes referred to as the maintenance history of a building. Records include: - plans of major maintenance work undertaken - records of outcomes of consultations - requests for quotes (when not part of contracting-out or tendering arrangements) - final, approved agreements - warranties.	GA28-16.16.01	See authorised action See authorised action	
PROPERTY MANAGEMENT - Maintenance	Records relating to accidents or damage occurring to premises. Records include: - reports of accidents or damage - maintenance work undertaken.	GA28-16.16.02	Destroy action completed	7Y
PROPERTY MANAGEMENT - Maintenance	Records relating to routine maintenance of property, not involving structural changes. Includes cleaning, painting, grounds maintenance, electrical and air-conditioning maintenance, minor modifications for disabled access, pest control etc. Excludes maintenance/service contracts.	GA28-16.16.03	Destroy action completed	2Y
PROPERTY MANAGEMENT - Maintenance	Records relating to the maintenance of cooling water systems. Records include: - operating and maintenance manuals for cooling towers - test results - service log sheets.	GA28-16.16.04	Destroy action completed	7Y
PROPERTY MANAGEMENT - Maintenance	Records relating to the monitoring of building management systems or energy management systems to ensure they are operating effectively.	GA28-16.16.05	Destroy action completed	3Y
PROPERTY MANAGEMENT - Maintenance	Records relating to the removal, storage and disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is high, e.g. asbestos, radioactive waste, some pesticides etc. Note: In some circumstances it may be appropriate for organisations to keep these records for longer periods.	GA28-16.16.06	Destroy action completed	75Y
PROPERTY MANAGEMENT - Maintenance	Records relating to the removal, storage and disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is low, e.g. petrol, gas, some chemicals etc.	GA28-16.16.07	Destroy action completed	30Y
PROPERTY MANAGEMENT - Maintenance	Records relating to the removal, storage and disposal of non-toxic, non-hazardous substances.	GA28-16.16.08	Destroy action completed	1Y
PROPERTY MANAGEMENT - Moving	Records relating to the moving of business operations. Records include: - inventories - records of costings - records of arrangements with removalists.	GA28-16.17.01	Destroy action completed	2Y

Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY MANAGEMENT - Planning	Final, approved versions of conservation management plans and related records documenting major conservation or restoration work carried out on heritage properties or items, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-16.18.01	Required as State archives	P
PROPERTY MANAGEMENT - Planning	Final, approved versions of plans to support the management of property, e.g. facility and usage plans, plans for disabled access, energy management plans, environment management plans and waste reduction and purchasing plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation. Excludes conservation management plans.	GA28-16.18.02	Destroy See authorised action	5Y
PROPERTY MANAGEMENT - Planning	Records relating to the development and review of conservation management plans and plans to support the management of property, e.g. facility and usage plans, plans for disabled access, energy management plans, environment management plans and waste reduction and purchasing plans. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings and reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-16.18.03	Destroy action completed	3Y
PROPERTY MANAGEMENT - Policy	Final, approved versions of the organisation's policies relating to the management of facilities or property, e.g. security policies, energy management policies, environment management policies, waste management and recycling policies, leasing and hiring policies etc, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Note: There may be some policies relating to the acquisition or disposal of property that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-16.19.01	Destroy See authorised action	5Y
PROPERTY MANAGEMENT - Policy	Records relating to the development and review of the organisation's policies relating to the management of facilities or property, e.g. security policies, energy management policies, environment management policies, waste management and recycling policies, leasing and hiring policies etc. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-16.19.02	Destroy action completed	3Y
PROPERTY MANAGEMENT - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing procedures relating to the management of facilities or property, e.g. security procedures, energy management procedures, environment management procedures, waste management and recycling procedures etc, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: There may be some procedures relating to the acquisition or disposal of property that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-16.20.01	Destroy See authorised action	5Y
PROPERTY MANAGEMENT - Procedures	Records relating to the development and review of procedures relating to the management of facilities or property, e.g. security procedures, energy management procedures, environment management procedures, waste management and recycling procedures etc. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-16.20.02	Destroy action completed	3Y
PROPERTY MANAGEMENT - Reporting	Final, approved versions of reports regarding heritage property that contain detailed recommendations and initiatives concerning heritage issues, e.g. condition treatment reports, conservation reports.	GA28-16.21.01	Required as State archives	P
PROPERTY MANAGEMENT - Reporting	Final, approved versions of significant reports regarding the management of property owned or occupied by the organisation unrelated to heritage issues, e.g. reports on security, environment management, reporting against waste reduction and purchasing plans etc.	GA28-16.21.02	Destroy action completed	7Y
PROPERTY MANAGEMENT - Reporting	Final, approved versions of periodic internal reports on general administrative matters used to monitor and document recurring activities relating to the management of the organisation's properties, e.g. condition reports, monthly reports, returns etc.	GA28-16.21.03	Destroy action completed	3Y
PROPERTY MANAGEMENT - Reporting	Records relating to the development and review of all reports on the organisation's property. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment.	GA28-16.21.04	Destroy action completed	3Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
PROPERTY MANAGEMENT - Reviewing	Records relating to internal or external reviews of property management processes, programs and services, e.g. accommodation reviews, space and accommodation assessments. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-16.22.01	Destroy action completed	5Y
PROPERTY MANAGEMENT - Risk management	Records relating to the identification and assessment of risks associated with the management of facilities or property and associated facilities or services, e.g. risk assessment reports for water cooling systems. Records include: - risk assessments - treatment schedules - action plans - risk registers. Note: 'Action completed' may be after the next risk assessment.	GA28-16.23.01	Destroy action completed	7Y
PROPERTY MANAGEMENT - Security	Records relating to security breaches or incidents where it is strongly suspected or proven that sabotage was intended. May include cases of: - unauthorised access or entry/trespass to buildings or restricted areas - acts of terrorism - intentional, major damage resulting in death or serious injury - bomb threats where it is established that the threat was real - fires - armed hold ups. Records include: - reports of breaches or incidents - records of investigations - records of liaison with law enforcement agencies.	GA28-16.24.01	Required as State archives	P
PROPERTY MANAGEMENT - Security	Records relating to security breaches or incidents where charges are laid or damage or injury has occurred, but where sabotage is not strongly suspected or proven. May include cases of: - unauthorised access or entry/trespass to building or restricted areas - intentional, major damage - bomb threats where it is established that the threat was real - fires - armed hold ups. Records include: - reports of breaches or incidents - records of investigations - records of liaison with law enforcement agencies.	GA28-16.24.02	Destroy action completed	15Y
PROPERTY MANAGEMENT - Security	Records relating to minor security breaches or incidents, e.g. where charges are not laid or significant damage has not occurred, and where sabotage is not strongly suspected or proven. May include cases of: - unauthorised access or entry/trespass to buildings, e.g. unintentional - minor damage. Records include: - reports of breaches or incidents - records of investigations.	GA28-16.24.03	Destroy action completed	7Y
PROPERTY MANAGEMENT - Security	Records relating to property guarding, surveillance and patrol operations. Records include: - rosters - security reports. Note: Some of these records may be relevant to an investigation into a security breach, in which case they should be retained for the same period as breach records.	GA28-16.24.04	Destroy action completed	2Y
PROPERTY MANAGEMENT - Security	Records relating to property access controls to secure areas. Records include: - access registers (e.g. visitors books, sign in sheets) - keys registers - security data logs - records of issue of security passes to visitors - reports on responses to alarm warnings. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-16.24.05	Destroy action completed	7Y
PROPERTY MANAGEMENT - Security	Records relating to combinations for building locks.	GA28-16.24.06	Destroy See authorised action	

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Function/Activity	Description	GDA	Retention Description	Retention Period
PUBLICATION		GA28-17.01.00		
PUBLICATION - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the production, marketing, supply or distribution of published materials, e.g. distribution agreements, agreements regarding joint publishing ventures etc. Records include: - correspondence and negotiations including minutes or notes of meetings with stakeholders - drafts containing significant changes/alterations or formally circulated for comment - final versions of authorised agreements - reviews of agreements.	GA28-17.01.01	Destroy See authorised action	
PUBLICATION - Authorisation	Records relating to authorisations given by individuals to the organisation granting permission to take and use images of individuals in publications, on websites and intranets.	GA28-17.02.01	Destroy See authorised action	15Y
PUBLICATION - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements for the management or the publication of materials. Records include: - records of lodgements of organisation publications under the Copyright Act 1879 (NSW) and the Copyright Act 1968 (Commonwealth) and Premier's Memorandum 2000-15 - records of allocation of ISBN/ISSN numbers, and URL addresses - records of use of official symbols - records of Internet domain names. Note: The retention period provided is a guideline only. Any records providing evidence of organisational compliance with statutory or operational requirements must be kept as long as the organisation has to account for its actions.	GA28-17.03.01	Destroy action completed	6Y
PUBLICATION - Compliance	Records relating to breaches or failures to meet compliance requirements regarding the management of published materials.	GA28-17.03.02	Destroy action completed	2Y
PUBLICATION - Corporate style	Records relating to the development of the organisation's corporate style. Includes guidelines relating to corporate style, such as style manuals compiled by the organisation and records relating to the development and approval of designs for letterheads, logos, stationery, templates and publications incorporating the corporate style of the organisation.	GA28-17.04.01	Destroy superseded	
PUBLICATION - Corporate style	Records relating to rejected designs for letterheads, logos, stationery, templates and publications incorporating the corporate style of the organisation.	GA28-17.04.02	Destroy administrative or reference use ceases	NAP
PUBLICATION - Distribution	Records relating to the distribution and dissemination of the organisation's publications. Records include: - records of the receipt and management of orders other than purchase orders - records of to whom publications were distributed or supplied.	GA28-17.05.01	Destroy administrative or reference use ceases	NAP
PUBLICATION - Drafting	Records relating to the drafting of internally directed publications for staff information purposes, other than plans, policies, procedures or reports, e.g. employee newsletters.	GA28-17.06.01	Destroy administrative or reference use ceases	NAP
PUBLICATION - Enquiries	Records relating to routine enquiries regarding the purchase, availability of or access to the organisation's publications.	GA28-17.07.01	Destroy administrative or reference use ceases	NAP
PUBLICATION - Evaluation	Records relating to the evaluation or monitoring of potential or existing publication programs, services or systems or methods, tools and formats for the production and distribution of published materials.	GA28-17.08.01	Destroy action completed	5Y
PUBLICATION - Intellectual property	Records relating to managing applications: - received by the organisation for permission to reproduce published or unpublished material in which the organisation retains copyright, or - made by the organisation to reproduce material in which another party holds the copyright, where permission has been granted. Note: Some organisations may find it beneficial to retain a full history of applications as long as copyright is held to assist with processing new requests or monitoring the use of copyrighted materials.	GA28-17.09.01	Destroy See authorised action	
PUBLICATION - Intellectual property	Records relating to managing applications made by the organisation to reproduce material in which another party holds the copyright, where permission has not been granted.	GA28-17.09.02	Destroy administrative or reference use ceases	NAP
PUBLICATION - Joint ventures	Records relating to the establishment and monitoring of joint ventures undertaken with other organisations (government or non-government) for the purposes of researching, drafting or producing publications. Includes negotiations for joint ventures that do not proceed. Records include: - correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants - monitoring of arrangements - reporting on arrangements. Note: If the joint venture involves contracts or agreements, retain in accordance with retention period specified in PUBLICATION - AGREEMENTS.	GA28-17.10.01	Destroy action completed	5Y
PUBLICATION - Marketing	Records relating to the marketing and promotion of organisational publications. Records include: - records of marketing plans - records of market research and assessment of products against market trends - records of sales forecasting - pricing records - records of liaison with retailers - records of arrangements for and placement of advertising - copies of advertisements.	GA28-17.11.01	Destroy action completed	2Y
PUBLICATION - Planning	Final, approved versions of plans for the coordination of publication programs and services, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-17.12.01	Destroy See authorised action	3Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
PUBLICATION - Planning	Records relating to the development and review of the organisation's plans for the coordination of publication programs and services. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-17.12.02	Destroy administrative or reference use ceases	NAP
PUBLICATION - Policy	Final, approved versions of policies concerning the issue, sale, distribution, production, marketing or supply of publications, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-17.13.01	Destroy See authorised action	3Y
PUBLICATION - Policy	Records relating to the development and review of the organisation's policies concerning the issue, sale, distribution, production, marketing or supply of publications. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-17.13.02	Destroy administrative or reference use ceases	NAP
PUBLICATION - Procedures	Final, approved versions of the organisation's manuals, handbooks, directives etc detailing publication procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-17.14.01	Destroy See authorised action	3Y
PUBLICATION - Procedures	Records relating to the development and review of the organisation's publication procedures. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-17.14.02	Destroy administrative or reference use ceases	NAP
PUBLICATION - Production	Record copies, i.e. copies saved into a recordkeeping system, of pages from the organisation's website relating to the organisation's core business, and records of substantial changes made.	GA28-17.15.01	See authorised action See authorised action	
PUBLICATION - Production	Records that demonstrate the structure and organisation of the organisation's public websites (i.e. externally accessible websites that document the role and services of the organisation) and records of substantial changes made, e.g. site maps. See 17.15.9 for records that demonstrate the structure and organisation of internally-focussed websites, e.g. intranets.	GA28-17.15.02	Required as State archives	P
PUBLICATION - Production	Records of business transacted on websites. Records include completed and submitted online forms such as requests for services, feedback forms, customer surveys and emails or database entries resulting from data entry by the customer.	GA28-17.15.03	See authorised action See authorised action	
PUBLICATION - Production	Final, approved versions of forms, e.g. forms for business transacted either manually or on websites.	GA28-17.15.04	See authorised action See authorised action	
PUBLICATION - Production	Records relating to the development and review of forms, e.g. forms for business transacted either manually or on websites.	GA28-17.15.05	Destroy administrative or reference use ceases	NAP
PUBLICATION - Production	Final, approved versions of internally directed publications for staff information purposes, e.g. employee newsletters.	GA28-17.15.06	Destroy administrative or reference use ceases	NAP
PUBLICATION - Production	Translations of the organisation's publications into other languages.	GA28-17.15.07	Destroy See authorised action	
PUBLICATION - Production	Records relating to the preparation of materials and drafts for publication, including technical specifications. For paper publications, records include: - records of graphic design - records of indexing - records of printing/binding. For electronic publications records include: - records of graphic design - records of preparation of source files - records of loading to the website - records of quality assurance and testing of HTML files - records of production of electronic media (e.g. CD-ROMs, disks) - records of updating and maintaining information and websites.	GA28-17.15.08	Destroy administrative or reference use ceases	NAP
PUBLICATION - Production	Records that demonstrate the structure and organisation of websites other than the organisation's public websites (e.g. intranets) and records of substantial changes made, e.g. site maps.	GA28-17.15.09	Destroy administrative or reference use ceases	NAP
PUBLICATION - Reporting	Records relating to formal reports regarding publication programs and services, methods, tools and formats. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-17.16.01	Destroy action completed	5Y
PUBLICATION - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities to support publication programs and services, methods, tools and formats. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-17.16.02	Destroy action completed	3Y
PUBLICATION - Reviewing	Records relating to the review of publication programs and services or methods, tools and formats. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-17.17.01	Destroy action completed	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
PUBLICATION - Stocktake	Records relating to stocktakes of the organisation's publications. Includes examining, counting and valuing publications.	GA28-17.18.01	Destroy administrative or reference use ceases	NAP
RESEARCH MANAGEMENT	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure. See also <i>General Retention and Disposal Authority: Administrative Records</i> for agreements/ contractual records of joint ventures such as agreements with external bodies (including other educational institutions).	GDA23-23.0.0		
RESEARCH MANAGEMENT - Ethics & safety	The assessment of the appropriateness of research on ethical grounds in relation to such areas as human and animal ethics, bio-safety and radiation safety. Includes records of Ethics Committees. See also <i>Animal Research Regulation 2005, Schedule 2 clause 9(3)</i> . ENROLMENT – Enrolling for working with children checks. <i>General Retention and Disposal Authority: Administrative Records</i> for records relating to disciplinary action against a staff member as result of a breach of ethical practice.	GDA23-23.1.0		
RESEARCH MANAGEMENT - Ethics & safety	Human Ethics records of assessment and approval of research.	GDA23-23.1.1	Retain for minimum of 20 years after action completed, then destroy.	20Y
RESEARCH MANAGEMENT - Ethics & safety	Radiation Ethics records of assessment and approval of research.	GDA23-23.1.2	Retain for minimum of 20 years after action completed, then destroy.	20Y
RESEARCH MANAGEMENT - Ethics & safety	Animal Ethics records of assessment and approval of research.	GDA23-23.1.3	Retain for minimum of 7 years after action completed, then destroy.	07Y
RESEARCH MANAGEMENT - Ethics & safety	Bio-safety Ethics records of assessment and approval of research, includes GM (genetically modified plants and organisms) research.	GDA23-23.1.4	Retain for minimum of 20 years after action completed, then destroy.	20Y
RESEARCH MANAGEMENT - Ethics & safety	Records relating to breaches of ethical practice as approved by the ethics committee(s).	GDA23-23.1.5	Retain as per relevant ethics approval disposal class.	
RESEARCH MANAGEMENT - Ethics & safety	Records of complaints and resulting investigations in relation to research.	GDA23-23.1.6	Retain as per relevant ethics approval disposal class.	
RESEARCH MANAGEMENT - Product management	Matters arising at the end of a research project; including: patents; licensing; and intellectual property. See also COMMERCIAL ACTIVITIES – Commercialisation for product commercialisation.	GDA23-23.2.0		
RESEARCH MANAGEMENT - Product management	Records relating to use of intellectual property of the university. Examples of records: contracts; licensing agreements; and other formal arrangements.	GDA23-23.2.1	Retain for minimum of 7 years after conditions of the contract or agreement have been met, then destroy	07Y
RESEARCH MANAGEMENT - Product management	Records relating to the registration of patents, copyright and ownership of intellectual property where owned in part or completely by the university.	GDA23-23.2.2	Required as State archives	P
RESEARCH MANAGEMENT - Proposal development	See also Research administration for other records relating to the applications for research.	GDA23-23.3.0		
RESEARCH MANAGEMENT - Proposal development	Formulation or deliberations leading to application for funding/approval or commencement of research. Examples of records: correspondence; and working papers.	GDA23-23.3.1	Retain until no longer required for reference or administrative purpose, then destroy.	NAP
RESEARCH MANAGEMENT - Reporting	Reporting as required by legislation, grant conditions, or research protocols. See GOVERNANCE – Strategic Management for statutory reporting to other bodies.	GDA23-23.4.0		
RESEARCH MANAGEMENT - Reporting	Final reports on individual research projects that include outcomes of the research project. See below for other research reports.	GDA23-23.4.1	Required as State archives	P
RESEARCH MANAGEMENT - Reporting	All other reports on individual research projects – for example progress reports, inspection reports and reports on expenditure.	GDA23-23.4.2	Retain for minimum of 7 years after conditions relating to the proposal have been satisfied, then destroy.	07Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
RESEARCH MANAGEMENT - Research administration		GDA23-23.5.0		
RESEARCH MANAGEMENT - Research administration	Records relating to the administration of research projects that are approved, including: applications/proposals; approvals; resource allocation. See also RESEARCH - Reporting.	GDA23-23.5.1	Retain minimum of 7 years after action completed, then destroy.	07Y
RESEARCH MANAGEMENT - Research administration	Records relating to the administration of research projects that are not approved.	GDA23-23.5.2	Retain minimum of 2 years after action completed, then destroy.	02Y
RESEARCH MANAGEMENT - Research administration	Records of accreditation from external bodies to conduct research and testing, such as accreditation for laboratories. For example, accreditation from the National Association of Testing Authorities (NATA). Note: where accreditation is successful the 'action completed' trigger should be taken as the date of expiry of the accreditation. Note: there may be some areas of research accreditation that will require a longer retention period, such as those dealing with radioactive materials, gene manipulation, etc. Retention periods should reflect regulatory requirements.	GDA23-23.5.3	Retain for minimum of 7 years after action completed, then destroy.	07Y
RESEARCH MANAGEMENT - Research administration	Records of inspections of research facilities. Includes inspection reports and correspondence.	GDA23-23.5.4	Retain for minimum of 7 years after action completed, then destroy.	07Y
RESEARCH MANAGEMENT - Research administration	Registration of the university as a premise to manage, possess and sell radioactive materials and devices. See also PROPERTY & FACILITIES MANAGEMENT – Waste management	GDA23-23.5.5	Retain for minimum of 99 years after action completed, then destroy.	99Y
RESEARCH MANAGEMENT - Research data	Records generated in the conduct of the research project where the university is entitled to control or ownership of research data. Note: For research involving human subjects this includes de-identification records, subject consent forms, and participant information letters specifying conditions of research.	GDA23-23.6.0		
RESEARCH MANAGEMENT - Research data	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 and where the data is crucial to the substantiation of the research findings and cannot be readily or practically duplicated.	GDA23-23.6.1	Required as State archives	P
RESEARCH MANAGEMENT - Research data	Research data Projects which are not of major significance – where the project has human subjects and potential long term effects including animal testing for human products. Includes clinical or psychological research. <i>For example:</i> intervention or invasive testing, drug and complementary medicine trials, scanning and radioactivity, clinical studies, genetic manipulation, human tissue studies, trails of devices, some psychological research. Note: this retention period has factored in the recommendations of the joint statement of the National Health and Medical Research Council (NHMRC) and Australian Vice-Chancellors' Committee (AVCC). However, other considerations affecting retention may need to be taken into account. For example, workers compensation regulations allow for a claimant to re-open a case at any time during the lifetime of the claimant, which may necessitate records to be retained for up to approximately 70 years after the research project is completed.	GDA23-23.6.2	Retain for minimum of 20 years after project completed, or after research subjects have reached the age of 25 years, whichever is longer, then destroy.	20Y
RESEARCH MANAGEMENT - Research data	Research data 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; use of environmentally hazardous materials. Note: Retention periods for these records may need to also take into account other legislative or regulatory requirements such as the Environmentally Hazardous Chemicals Act (1985) and the Contaminated Land Management Act (1997)	GDA23-23.6.3	Retain for minimum of 20 years after project completed, then destroy.	20Y
RESEARCH MANAGEMENT - Research data	Research data Projects which are not of major significance – where the research does not have potential long term affects, including research on animals. Note: this retention period is based on the recommendations of the joint statement of the National Health and Medical Research Council (NHMRC) and Australian Vice-Chancellors' Committee (AVCC)	GDA23-23.6.4	Retain for minimum of 5 years after project completed, then destroy.	05Y
RESEARCH MANAGEMENT - Research data	Research data Paper records which have been converted to electronic format (eg through data entry or imaging).	GDA23-23.6.5	Retain until no longer required for reference or administrative purpose, then destroy.	NAP
RESEARCH MANAGEMENT - Research data	Research infrastructure (equipment, buildings etc). See <i>General Retention and Disposal Authority: Administrative Records</i> .	GDA23-23.6.6		

Function/Activity	Description	GDA	Retention Description	Retention Period
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS	To bestow on students scholarships, bursaries, prizes or fellowships. These can take the form of money, medals, certificates or the waving of fees. Some will have conditions placed on the student and/or the institution. This includes both internal and external scholarships, bursaries, prizes or fellowships. <i>Scholarships</i> : Benefits, usually in the form of money, which are tenable by students for specified periods of time under certain conditions, eg proceeding to the next year in a course. They are generally gained on the basis of performance at examinations. <i>Prizes</i> : Rewards for results in annual examinations, essay, compositions and other forms of assessment. <i>Fellowships</i> : Benefits, usually in the form of money, travel or accommodation costs, tenable for specified periods and usually offered by, or in conjunction with another university or other institution. <i>Bursaries</i> : Financial support available to students, usually on the home campus, who meet specified criteria. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-15.0.0		
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Administrative arrangements		GDA23-15.1.0		
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Administrative arrangements	Records relating to administrative arrangements for the delivery of scholarships, bursaries, prizes or fellowships.	GDA23-15.1.1	Retain for minimum of 6 years after action completed, then destroy.	06Y
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Applications and nominations		GDA23-15.2.0		
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Applications and nominations	Records relating to applications and nominations to receive scholarships, bursaries, prizes or fellowships including records relating to the decision making process.	GDA23-15.2.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Applications and nominations	Registers of recipients of scholarships, bursaries, prizes or fellowships.	GDA23-15.2.2	Required as State archives	
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Establishment	The establishment of scholarships, prizes, bursaries and fellowships.	GDA23-15.3.0		
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Establishment	Records relating to the establishment and conditions of scholarships, prizes, bursaries and fellowships. This can include terms and conditions for both internal and external scholarships, prizes, bursaries and fellowships.	GDA23-15.3.1	Retain for minimum of 10 years after scholarship, prize, bursary or fellowship is discontinued, then destroy.	10Y
SCHOLARSHIPS/ PRIZES/ BURSARIES/ FELLOWSHIPS - Establishment	Records relating to the management of scholarships, prizes, bursaries and fellowships. Includes funds management.	GDA23-15.3.2	Retain for minimum of 6 years after action completed, then destroy.	06Y
SHORT/NON-AWARD COURSES		GDA23-24.0.0		
SHORT/NON-AWARD COURSES - Continuing education programs & community courses		GDA23-24.1.0		
SHORT/NON-AWARD COURSES - Continuing education programs & community courses	Registration, enrolment and results	GDA23-24.1.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
SHORT/NON-AWARD COURSES - Continuing education programs & community courses	Administrative records relating to course management and delivery. Note: this disposal class should not be used for records covered elsewhere in this, or other, relevant disposal authorities. For example, financial and personnel records should generally use <i>General Retention and Disposal Authority: Administrative Records</i> .	GDA23-24.1.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)		GDA23-24.2.0		
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)	Records of accreditation to deliver externally accredited courses.	GDA23-24.2.1	Retain for minimum of 30 years after course discontinued, then destroy.	30Y
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)	Results	GDA23-24.2.2	Retain for minimum of 30 years after action completed, then destroy.	30Y
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)	Registration and enrolment.	GDA23-24.2.3	Retain for minimum of 7 years after action completed, then destroy.	07Y
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)	Course development.	GDA23-24.2.4	Retain for minimum of 2 years after action completed, then destroy.	02Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
SHORT/NON-AWARD COURSES - Externally accredited courses (eg VETAB)	Administrative records relating to course management and delivery. Note: this disposal class should not be used for records covered elsewhere in this, or other, relevant disposal authorities. For example, financial and personnel records should generally use General Retention and <i>Disposal Authority: Administrative Records</i>	GDA23-24.2.5	Retain for minimum of 2 years after action completed, then destroy.	02Y
SHORT/NON-AWARD COURSES - Non-award courses	Non-award courses are where students complete individual units/subjects from a degree/diploma course. Note: records that are normally accumulated as part of the delivery of a course should be sentenced using other relevant parts of this disposal authority.	GDA23-24.3.0		
SHORT/NON-AWARD COURSES - Non-award courses	Final grades.	GDA23-24.3.1	Retain for minimum of 75 years after action completed, then destroy.	75Y
SHORT/NON-AWARD COURSES - Non-award courses	Administrative records relating to the management and running of non-award courses. Note: this disposal class should not be used for records covered elsewhere in this, or other, relevant disposal authorities. For example, financial and personnel records should generally use General Retention and Disposal Authority: Administrative Records	GDA23-24.3.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
SHORT/NON-AWARD COURSES - Tertiary preparation & support programs		GDA23-24.4.0		
SHORT/NON-AWARD COURSES - Tertiary preparation & support programs	Registration, enrolment and results	GDA23-24.4.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
SHORT/NON-AWARD COURSES - Tertiary preparation & support programs	Administrative records relating to course management and delivery. Note: this disposal class should not be used for records covered elsewhere in this, or other, relevant disposal authorities. For example, financial and personnel records should generally use <i>General Retention and Disposal Authority: Administrative Records</i>	GDA23-24.4.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
STAFF DEVELOPMENT		GA28-18.01.00		
STAFF DEVELOPMENT - Acquisition	Records relating to the acquisition of goods and services, e.g. training packages and training consultants, where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering.	GA28-18.01.01	Destroy action completed	7Y
STAFF DEVELOPMENT - Addresses	Records relating to addresses, speeches or papers presented for staff development purposes, including those delivered by internal employees and external service providers. Records include: - background research - draft versions of addresses containing significant changes/alterations or formally circulated for comment - final, approved versions - voice recordings.	GA28-18.02.01	Destroy action completed	2Y
STAFF DEVELOPMENT - Addresses	Records relating to administrative arrangements for addresses, speeches or papers. Records include: - invitations and acceptances - catering arrangements - venue bookings - accommodation and transport arrangements - related correspondence.	GA28-18.02.02	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Audit	Final, approved versions of audit reports relating to staff development or training programs. Includes reports of outcomes of skills analyses, audits and broad training needs analyses.	GA28-18.03.01	Destroy action completed	6Y
STAFF DEVELOPMENT - Audit	Records relating to the planning and conduct of audits relating to staff development or training programs. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - records of remedial action.	GA28-18.03.02	Destroy action completed	2Y
STAFF DEVELOPMENT - Conferences	Final, approved versions of unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation for staff development, skills or professional development purposes.	GA28-18.04.01	Destroy action completed	5Y
STAFF DEVELOPMENT - Conferences	Records relating to administrative arrangements for conferences, seminars or forums arranged by the organisation for staff development purposes. Records include: - records of program development - invitations to speakers and responses - publicity records - registrations - venue bookings - catering arrangements - accommodation and transport arrangements - reports on conferences.	GA28-18.04.02	Destroy action completed	2Y
STAFF DEVELOPMENT - Conferences	Records relating to employee attendance at conferences, seminars or forums for staff development purposes where the conferences are held by other organisations. Records include: - registration forms - programs - reports of participants - invitations - copies of publicity records - copies of proceedings.	GA28-18.04.03	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Evaluation	Records relating to the evaluation of staff development activities, programs and events to determine whether they will bridge skill and knowledge gaps or meet the training needs of the organisation.	GA28-18.05.01	Destroy action completed	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
STAFF DEVELOPMENT - Planning	Final, approved versions of staff development plans, including plans for training programs, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-18.06.01	Destroy See authorised action	3Y
STAFF DEVELOPMENT - Planning	Records relating to the development and review of the organisation's staff development plans, including plans for training programs. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings and reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-18.06.02	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Policy	Final, approved versions of staff development policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-18.07.01	Destroy See authorised action	3Y
STAFF DEVELOPMENT - Policy	Records relating to the development and review of the organisation's staff development policies. Records include: - policy proposals - background research - records of consultations or meetings - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-18.07.02	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Procedures	Final, approved versions of organisation manuals, handbooks, directives etc detailing staff development procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-18.08.01	Destroy See authorised action	3Y
STAFF DEVELOPMENT - Procedures	Records relating to the development and review of the organisation's staff development procedures. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-18.08.02	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Reporting	Records relating to formal internal and external reports regarding staff development. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - records of consultation with employees, unions, other stakeholders etc - final, approved versions of reports.	GA28-18.09.01	Destroy action completed	5Y
STAFF DEVELOPMENT - Reporting	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding staff development programs and services. Records include: - background research, e.g. collection of statistics - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-18.09.02	Destroy action completed	3Y
STAFF DEVELOPMENT - Reviewing	Records relating to the review of staff development activities, programs and events, including reviews of training programs to determine if they bridge skill and knowledge gaps. Records include: - documents establishing the review - background research, e.g. employee surveys - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-18.10.01	Destroy action completed	5Y
STAFF DEVELOPMENT - Training	Records relating to the administration of government-wide training initiatives.	GA28-18.11.01	Destroy action completed	5Y
STAFF DEVELOPMENT - Training	Records relating to the content of training that forms part of specific study schemes, e.g. scholarships, apprenticeships, cadetships etc.	GA28-18.11.02	Destroy See authorised action	7Y
STAFF DEVELOPMENT - Training	Records relating to arrangements for employee attendance on training courses for staff development purposes. Records include: - records of confirmation of course attendance - records of lodgement of application forms - accommodation and transport arrangements.	GA28-18.11.03	Destroy action completed	2Y
STAFF DEVELOPMENT - Training	Notices of assessment or examination results of internally conducted training or sent to the organisation by external training providers. Note: Registered Training Organisations (RTO) are required to keep sufficient records to enable the reissue of a statement of attainment or qualification for 30 years. (Australian Quality Training Framework, 2005, standard 4). Registered Training Organisations should cover these records in their functional retention and disposal authority. See 18.11.9 for records relating to summary registers for occupational health & safety training. See PERSONNEL - Employee service history for copies of individual qualifications, certificates of competency, statements of attainment etc where these relate to occupational health and safety training or are required by employees as part of employment conditions or to perform their duties.	GA28-18.11.04	Destroy action completed	7Y
STAFF DEVELOPMENT - Training	Records relating to participant evaluations of internally and externally conducted courses.	GA28-18.11.05	Destroy action completed	1Y
STAFF DEVELOPMENT - Training	Final, approved versions of training material for courses run internally by the organisation for their employees, e.g. induction, graduate training, volunteer training. Records include: - programs - lecture notes - handouts.	GA28-18.11.06	Destroy See authorised action	
STAFF DEVELOPMENT - Training	Records relating to the development of training materials for courses run internally by the organisation for their employees.	GA28-18.11.07	Destroy administrative or reference use ceases	NAP

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Function/Activity	Description	GDA	Retention Description	Retention Period
STAFF DEVELOPMENT - Training	Records relating to administrative arrangements for conducting training courses, or attendance at workshops, seminars etc. Records include: - records of applications - records of confirmation of attendance - venue bookings - records of equipment hire - catering arrangements.	GA28-18.11.08	Destroy administrative or reference use ceases	NAP
STAFF DEVELOPMENT - Training	Summary records created to facilitate the management and monitoring of the provision of occupational health and safety training to employees, contractors etc, e.g. occupational health and safety training registers. Note: With paper-based registers, retain minimum of 75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-18.11.09	Destroy action completed	75Y
STRATEGIC MANAGEMENT		GA28-19.01.00		
STRATEGIC MANAGEMENT - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the transfer of responsibilities and ownership of assets such as property, information etc due to administrative change, privatisation or corporatisation. Records include: - correspondence and records of negotiations - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-19.01.01	Required as State archives	P
STRATEGIC MANAGEMENT - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding ownership rights or use of intellectual property, e.g. agreements to invest copyright in another author, person or organisation.	GA28-19.01.02	Destroy See authorised action	70Y
STRATEGIC MANAGEMENT - Audit	Records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level, which: - set a precedent, or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports - records of remedial action.	GA28-19.02.01	Required as State archives	P
STRATEGIC MANAGEMENT - Audit	Records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level, which do not: - set a precedent, or - lead to a major change in policies. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of audit reports containing significant changes/alterations or formally circulated for comment - final, approved versions of audit reports - records of remedial action.	GA28-19.02.02	Destroy action completed	6Y
STRATEGIC MANAGEMENT - Authorisation	Records relating to delegations of authority to Chief Executive Officers or to officers occupying statutory positions (high level delegations) regarding the functional responsibilities of the organisation.	GA28-19.03.01	Required as State archives	P
STRATEGIC MANAGEMENT - Authorisation	Records relating to delegations of authority to officers to enter into agreements or arrangements that bind the organisation where the delegations are not high level delegations, i.e. are not delegations to Chief Executive Officers or to officers occupying statutory positions.	GA28-19.03.02	Destroy See authorised action	7Y
STRATEGIC MANAGEMENT - Authorisation	Records relating to delegations of authority that do not involve entering into agreements or arrangements that bind the organisation and where the delegations are not high level delegations, i.e. are not delegations to Chief Executive Officers or to officers occupying statutory positions. Records include delegation manuals containing signed instruments of delegation by the Chief Executive Officer. Note: In determining a suitable retention period for delegation manuals, organisations should consider the retention requirements for procedure manuals (GA28, 19.16.1).	GA28-19.03.03	Destroy administrative or reference use ceases	NAP
STRATEGIC MANAGEMENT - Compliance	Records relating to initiatives at an organisation-wide or program-specific level to measure and improve the organisation's operations in order to be compliant with mandatory or optional standards. Records include: - records of assessments of requirements with which the organisation needs to comply - background research into existing levels of compliance and breaches - records of development of initiatives to improve compliance.	GA28-19.04.01	Destroy action completed	10Y
STRATEGIC MANAGEMENT - Compliance	Records relating to the assessment and certification of the organisation's quality systems by an external organisation.	GA28-19.04.02	Destroy See authorised action	3Y
STRATEGIC MANAGEMENT - Compliance	Records relating to the registration of business names by the organisation.	GA28-19.04.03	See authorised action See authorised action	
STRATEGIC MANAGEMENT - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements. Note: Retention period is provided as a guide only. Any records providing evidence of organisational compliance with standards or requirements must be kept as long as the organisation has to account for its actions.	GA28-19.04.04	Destroy action completed	7Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
STRATEGIC MANAGEMENT - Corruption	Records relating to the management of gifts and benefits made to the organisation such as from visiting dignitaries, e.g. gifts and benefits registers. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-19.05.01	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Corruption	Records relating to the organisation's compliance with mandatory statutory reporting requirements. Includes reporting corrupt, suspected corrupt or inappropriate behaviour.	GA28-19.05.02	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Customer service	Records relating to the development and review of organisation-wide strategies to deliver quality services to clients or stakeholders. Includes organisation-wide charters, standards or guarantees of service.	GA28-19.06.01	Destroy See authorised action	2Y
STRATEGIC MANAGEMENT - Evaluation	Records relating to the evaluation of potential and existing programs, services and systems that cross functions or relate to the strategic management of the organisation, e.g. evaluations and modelling for quality management, business cases for new programs etc. or major/significant new initiatives.	GA28-19.07.01	Destroy action completed	5Y
STRATEGIC MANAGEMENT - Grant funding	Records relating to the investigation of potential or alternative sources of grant funding.	GA28-19.08.01	Destroy action completed	6Y
STRATEGIC MANAGEMENT - Grant funding	Records relating to successful applications for grants or funds which lead to the establishment of new and significant programs, events and outcomes. Includes business cases.	GA28-19.08.02	Required as State archives	P
STRATEGIC MANAGEMENT - Grant funding	Records relating to successful applications for grants or funds which do not lead to the establishment of new and significant programs, events and outcomes.	GA28-19.08.03	Destroy action completed	6Y
STRATEGIC MANAGEMENT - Grant funding	Records relating to unsuccessful applications for grants or funds.	GA28-19.08.04	Destroy action completed	2Y
STRATEGIC MANAGEMENT - Implementation	Records relating to the implementation of government-wide policies, key direction statements and initiatives concerning important or innovative programs, e.g. Charter of Principles for Culturally Diverse Society and anti-discrimination or equal employment opportunity programs.	GA28-19.09.01	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Implementation	Records relating to the implementation of quality management systems and monitoring implementation activities.	GA28-19.09.02	Destroy action completed	3Y
STRATEGIC MANAGEMENT - Implementation	Records relating to the implementation of counter disaster plans/business continuity plans after disasters have occurred. Records include: - photographs and records of assessment of damage - correspondence between relevant parties - documentation of action taken to implement plans.	GA28-19.09.03	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Intellectual property	Records relating to the establishment, registration and documentation of the organisation's intellectual property, including patents, trademarks, designs such as logos, plant breeders rights, circuit layouts and all forms of copyright. Includes intellectual property registers. Note: With paper-based registers, retain minimum of 5 years after the expiry of intellectual property for all entries in the register. With electronic registers, retain minimum of 5 years after intellectual property rights lapse relating to each entry, or after data has become obsolete, then destroy.	GA28-19.10.01	Destroy See authorised action	5Y
STRATEGIC MANAGEMENT - Intellectual property	Records relating to unsuccessful or abandoned attempts to establish intellectual property rights.	GA28-19.10.02	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Joint ventures	Records relating to the establishment and monitoring of significant strategic alliances with other organisations (government or non-government) regarding the core functional activities of the organisation that are of significance to the State. Includes those with implications for the performance of statutory functions or major liabilities or obligations for the organisation. Records include: - correspondence and records of negotiations regarding the establishment of joint venture agreements - drafts of agreements containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements - correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants - records of monitoring of arrangements - records of reporting on arrangements.	GA28-19.11.01	Required as State archives	P
STRATEGIC MANAGEMENT - Joint ventures	Records relating to the establishment and monitoring of joint ventures with other organisations (government or non-government) regarding the core functional activities of the organisation that are not of significance to the State. Includes negotiations for joint ventures that do not proceed. Records include: - correspondence and records of negotiations regarding the establishment of joint venture agreements - drafts of agreements containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements - correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants - records of monitoring of arrangements - records of reporting on arrangements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	GA28-19.11.02	See authorised action See authorised action	

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Function/Activity	Description	GDA	Retention Description	Retention Period
STRATEGIC MANAGEMENT - Legislation	Records relating to the development, implementation and review of legislation and regulations concerning the operations and functional responsibilities of the organisation. Records include: - preliminary drafting instructions - draft legislation or regulations - amendments - submissions to the organisation's executive or governing body - reports - submissions received - records documenting the outcomes of consultation with relevant organisations and stakeholders - development and gazettal of regulations.	GA28-19.12.01	Required as State archives	P
STRATEGIC MANAGEMENT - Legislation	Records relating to arrangements for consultation regarding changes in legislation, e.g. advertisements, notices for forums etc.	GA28-19.12.02	Destroy administrative or reference use ceases	NAP
STRATEGIC MANAGEMENT - Meetings	Records relating to routine general and section or unit meetings of employees and administrative arrangements for meetings. Records include: - meeting notifications - agenda and minutes - catering arrangements - venue bookings - accommodation and transport arrangements - related correspondence.	GA28-19.13.01	Destroy administrative or reference use ceases	NAP
STRATEGIC MANAGEMENT - Meetings	Diaries/appointment books of the Chief Executive Officer and members of the Senior Executive recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere.	GA28-19.13.02	Required as State archives	P
STRATEGIC MANAGEMENT - Meetings	Diaries/appointment books of the Chief Executive Officer and members of the Senior Executive or other personnel recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel.	GA28-19.13.03	Destroy administrative or reference use ceases	NAP
STRATEGIC MANAGEMENT - Planning	Final, approved versions of strategic, corporate or business plans applying to the organisation as a whole, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-19.14.01	Required as State archives	P
STRATEGIC MANAGEMENT - Planning	Records relating to the development and review of the organisation's strategic, corporate or business plans. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-19.14.02	Destroy See authorised action	7Y
STRATEGIC MANAGEMENT - Planning	Final, approved versions of high level plans and strategies for providing ongoing administrative or operational support, e.g. program plans relating to divisions, business units and projects within the organisation, business continuity or counter disaster plans, procurement plans, fraud control strategies, quality management plans, risk managements plans, ethnic affairs priority statements, equal employment opportunity management plans, total asset management plans etc, and associated correspondence indicating who the plans apply to and responsibilities for their implementation. Excludes strategic, corporate or business plans.Note: In some cases these may be records of major significance to the organisation, e.g. business plans for particularly significant areas of the organisation. Consideration may need to be given to keeping these for a longer period.	GA28-19.14.03	Destroy See authorised action	7Y
STRATEGIC MANAGEMENT - Planning	Records relating to the development and review of high level plans and strategies, other than strategic, business and corporate plans, providing ongoing administrative or operational support, e.g. program plans relating to divisions, business units and projects within the organisation, business continuity or counter disaster plans, procurement plans, fraud control strategies, quality management plans, risk managements plans, ethnic affairs priority statements, equal employment opportunity management plans, total asset management plans etc. Records include: - background research - draft versions of plans containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-19.14.04	Destroy action completed	3Y
STRATEGIC MANAGEMENT - Policy	Final, approved versions of the organisation's policies on cross-functional or organisation-wide matters, e.g. equal employment opportunity policies, fraud control policies, internal circulars, code of conduct, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	GA28-19.15.01	Destroy See authorised action	7Y
STRATEGIC MANAGEMENT - Policy	Records relating to the development and review of the organisation's policies on cross-functional or organisation-wide matters, e.g. equal employment opportunity policies, fraud control policies, internal circulars, codes of conduct. Records include: - policy proposals - background research - draft versions of policies containing significant changes/alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-19.15.02	Destroy action completed	3Y
STRATEGIC MANAGEMENT - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing the organisation's procedures on cross-functional or organisation-wide matters, e.g. equal employment opportunity, fraud control, quality assurance, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	GA28-19.16.01	Destroy See authorised action	5Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
STRATEGIC MANAGEMENT - Procedures	Records relating to the development and review of the organisation's manuals, handbooks, directives etc detailing the organisation's procedures on cross-functional or organisation-wide matters, e.g. equal employment opportunity, fraud control, quality assurance. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-19.16.02	Destroy action completed	3Y
STRATEGIC MANAGEMENT - Reporting	Final, approved versions of reports regarding incidents/disasters that result in or have the potential to result in significant damage to government assets or the operating capabilities of the organisation, including those that significantly damage records required as State archives. Records include reports detailing: - plans that had been in place prior to the disaster - action taken to manage disasters - damage sustained, e.g. to records or property - effectiveness of plans - remedial action identified and taken. See OCCUPATIONAL HEALTH & SAFETY - Accidents for records relating to personal injury sustained during a disaster.	GA28-19.17.01	Required as State archives	P
STRATEGIC MANAGEMENT - Reporting	Final, approved versions of reports relating to the performance of the organisation in meeting corporate goals, objectives and performance indicators.	GA28-19.17.02	Required as State archives	P
STRATEGIC MANAGEMENT - Reporting	Final, approved versions of reports relating to strategic management programs, services and systems that do not relate to: - incidents/disasters that result in or have the potential to result in significant damage to government assets or the operating capabilities of the organisation, or - the performance of the organisation in meeting corporate goals, objectives and performance indicators. Includes periodic reports that span multiple functions, e.g. routine monthly reports on the activities of a business unit.	GA28-19.17.03	Destroy action completed	7Y
STRATEGIC MANAGEMENT - Reporting	Records relating to the development and review of reports regarding strategic management programs, services and systems. Records include: - background research - records relating to the outcomes of consultation with employees, unions, other stakeholders etc - draft versions of reports containing significant changes/alterations or formally circulated for comment.	GA28-19.17.04	Destroy action completed	3Y
STRATEGIC MANAGEMENT - Reviewing	Records relating to the review of strategic programs and services. Records include: - documents establishing the review - background research - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans.	GA28-19.18.01	Destroy action completed	5Y
STRATEGIC MANAGEMENT - Risk management	Records relating to the identification and assessment of organisational risks, in order to assist planning, and the implementation of strategies to minimise their impact. Records include risk registers. Note: With paper-based registers, retain minimum of 6 years after last entry in the register. With electronic registers, retain minimum of 6 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-19.19.01	Destroy action completed	6Y
STRATEGIC MANAGEMENT - Standards	Records relating to the development and implementation of standards or benchmarks that provide a framework for the conduct of the organisation's operations or assessment of its performance. Records include: - background research - records of consultations - draft versions of proposed standards or benchmarks containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc. Note: Copies of final versions of standards or benchmarks may be retained in the organisation's library.	GA28-19.20.01	Destroy action completed	5Y
STUDENT EXCHANGE	See also ENROLMENT for records relating to the enrolment of students.	GDA23-16.0.0		
STUDENT EXCHANGE - Cotutelle schemes	This scheme was originally developed by the French Government and was designed to establish and develop partnerships between French and other research units which include the facilitation of movement of French and other doctoral candidates under joint supervision arrangements. Cotutelle arrangements exist between French universities and universities in a number of other countries. The prime intent of such agreements is that they form part of an ongoing or developing cooperative research collaboration between a department or research group in the university and one elsewhere.	GDA23-16.1.0		
STUDENT EXCHANGE - Cotutelle schemes	Records relating to cotutelle arrangements for particular students.	GDA23-16.1.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT EXCHANGE - Cotutelle schemes	Records relating to the development of cotutelle schemes between the university and other institution.	GDA23-16.1.2	Retain for minimum of 7 years after action completed, then destroy.	07Y
STUDENT EXCHANGE - Student exchange programs	The exchange of students between institutions, including study abroad.	GDA23-16.2.0		

Function/Activity	Description	GDA	Retention Description	Retention Period
STUDENT EXCHANGE - Student exchange programs	Records relating to applications received for placement as an exchange student. Examples of records: application forms; correspondence; notification of acceptance/refusal	GDA23-16.2.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
STUDENT EXCHANGE - Student exchange programs	Records relating to exchange arrangements for particular students.	GDA23-16.2.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT EXCHANGE - Student exchange programs	Records relating to arrangements, contracts or agreements with other universities for student exchange programs.	GDA23-16.2.3	Retain for minimum of 7 years after the agreement expires or last action, whichever is the longer, then destroy.	07Y
STUDENT GRIEVANCES	Managing the activities associated with the handling and resolution of grievances from students. Includes handling complaints over perceived discrimination; or complaints arising over work/study environment, assessment/assignment organisation or distribution, peers, lecturers, tutors or supervisors. Also includes complaints regarding the provision of access to opportunities such as equipment, facilities (such as laboratories), tutorials, or other services. Note: Complaints over perceived discrimination could be on the grounds of sex, race, disability, pregnancy, carer responsibilities, homosexuality or transgender status and could also cover bullying or harassment. See GOVERNANCE – Breaches of by-laws and rules for student disciplinary matters and for complaints involving children or young people. GOVERNANCE – Policy and Procedure for records relating to policy and procedure. See also <i>General Retention and Disposal Authority: Administrative Records</i> for records relating to staff grievances or where a student grievance results in disciplinary action being taken in relation to a staff member.	GDA23-17.0.0		
STUDENT GRIEVANCES - Grievances	The activities associated with the handling and resolution of grievances from students	GDA23-17.1.0		
STUDENT GRIEVANCES - Grievances	Records relating to formal grievances raised by a student, which are precedent setting cases and have resulted in significant change to University procedure.	GDA23-17.1.1	Retain for minimum of 15 years after action completed, then destroy.	15Y
STUDENT GRIEVANCES - Grievances	Records relating to all other grievances and complaints raised by a student (proven and not proven).	GDA23-17.1.2	Retain for minimum of 6 years after action completed, then destroy.	06Y
STUDENT RECRUITMENT	This function relates to the recruitment of students to courses of study in the university and to student exchange programs. See <i>ENROLMENT</i> for records relating to the enrolment of students. GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-18.0.0		
STUDENT RECRUITMENT - Marketing	Activities to encourage prospective students and researchers to apply to the university.	GDA23-18.1.0		
STUDENT RECRUITMENT - Marketing	Marketing of services and courses offered by the university in order to encourage prospective students and researchers to apply. This can include: open days; careers markets; and promotional material.	GDA23-18.1.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
STUDENT RECRUITMENT - Overseas recruitment	Includes the recruitment of full fee paying students from overseas through the use of advertising and recruitment agents.	GDA23-18.2.0		
STUDENT RECRUITMENT - Overseas recruitment	Records relating to arrangements with recruitment/advertising agencies. See <i>General Retention and Disposal Authority: Administrative Records</i> - CONTRACTING-OUT for agreements and contracts.	GDA23-18.2.1	Retain for minimum of 2 years after action completed, then destroy.	02Y

Function/Activity	Description	GDA	Retention Description	Retention Period
STUDENT SERVICES	The provision of services to students by the university or other body which has an agreement or contract with the university such as counselling, financial assistance, child care and careers advice. Note: The disposal classes within this function only apply to records created or received by the university in the conduct of business. This does not extend to records created by external bodies, such as student bodies (eg students' union) or residential colleges (where the college is not run by the university), providing services to students. The records which are covered would include records created by the university as a result of its relationships with those external bodies. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure.	GDA23-19.0.0		
STUDENT SERVICES - Careers advice		GDA23-19.1.0		
STUDENT SERVICES - Careers advice	Advice to students on careers.	GDA23-19.1.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT SERVICES - Employment services	Service of registering students seeking work and employers seeking casual workers. See also STUDENT SERVICES - Careers advice for records relating to advice on careers post graduation.	GDA23-19.8.0		
STUDENT SERVICES - Employment services	Records relating to linking students with employment opportunities.	GDA23-19.8.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT SERVICES - Employment services	Records of enquiries and liaison with prospective employers.	GDA23-19.8.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT SERVICES - Financial assistance	The provision of financial assistance to students often in the form of low or zero interest short term loans.	GDA23-19.2.0		
STUDENT SERVICES - Financial assistance	Records relating to applications to receive assistance where the application is successful. This includes records of interviews and other assessment methods.	GDA23-19.2.1	Retain for minimum of 6 years after action completed, then destroy.	06Y
STUDENT SERVICES - Financial assistance	Records relating to applications to receive assistance where the application is not successful. This includes records of interviews and other assessment methods.	GDA23-19.2.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
STUDENT SERVICES - Financial assistance	Records relating to the management of loans.	GDA23-19.2.3	Retain for minimum of 6 years after expiry of loan period, then destroy.	06Y
STUDENT SERVICES - Interaction with student associations	The relationship between the university and student associations such as the students' union, sporting clubs, special interest groups etc.	GDA23-19.3.0		
STUDENT SERVICES - Interaction with student associations	Records relating to the interaction between the university and student associations.	GDA23-19.3.1	Retain for minimum of 6 years after action completed, then destroy.	06Y
STUDENT SERVICES - Liaison with service providers	Liaison between the university and service providers where the service is not provided directly by the university. For example, child care services, student accommodation, medical and dental services. For records of services provided directly by the university or where the university has a right to control of records of the service provider see: CHILDCARE SERVICES, ACCOMMODATION SERVICES, COUNSELLING SERVICES, HEALTH SERVICES.	GDA23-19.4.0		
STUDENT SERVICES - Liaison with service providers	Records of agreements to provide services.	GDA23-19.4.1	Retain for minimum of 7 years after action completed, then destroy.	07Y
STUDENT SERVICES - Liaison with service providers	Records relating to interactions between the university and the service provider.	GDA23-19.4.2	Retain for minimum of 5 years after action completed, then destroy.	05Y
STUDENT SERVICES - Other services	Other general services provided by the university which have not been dealt with specifically under other activities in this disposal authority.	GDA23-19.10.0		
STUDENT SERVICES - Other services	Client records.	GDA23-19.10.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT SERVICES - Other services	Records relating to the delivery, management and operations of the service.	GDA23-19.10.2	Retain until all business, legal and other requirements for retention have been met, then destroy.	

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Function/Activity	Description	GDA	Retention Description	Retention Period
STUDENT SERVICES - Religious services	The provision of religious services such as chaplaincies.	GDA23-19.5.0		
STUDENT SERVICES - Religious services	Records relating to the appointment of chaplains or similar roles. This includes accepting a recommendation or nomination by a religious body or where the appointment of the chaplain is recognised by the university.	GDA23-19.5.1	Retain for minimum of 5 years after end of appointment period, then destroy.	05Y
STUDENT SERVICES - Special needs support	Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.	GDA23-19.6.0		
STUDENT SERVICES - Special needs support	Special needs support for students with permanent/ long term disabilities. Records relating to administrative arrangements for the provision of special needs support services.	GDA23-19.6.1	Retain for minimum of 6 years after action completed, then destroy.	06Y
STUDENT SERVICES - Special needs support	Special needs support for students with temporary/short term disabilities. For example a student with a broken arm. Records relating to administrative arrangements for the provision of special needs support services.	GDA23-19.6.2	Retain for minimum of 1 year after action completed, then destroy.	01Y
STUDENT SERVICES - Student orientation		GDA23-19.7.0		
STUDENT SERVICES - Student orientation	Records relating to the planning and management of student orientation (such as orientation week activities and programs).	GDA23-19.7.1	Retain for minimum of 1 year after action completed, then destroy.	01Y
STUDENT SERVICES - Student orientation	Records relating to mentoring services for students. Includes student applications to become mentors, student applications/forms to be mentored, and reports by mentors/mentees.	GDA23-19.7.2	Retain for minimum of 2 years after action completed then destroy.	02Y
STUDENT SERVICES - Study assistance services	Provision of advice and support to students in the course of their study and programs directed to specific needs (eg English and mathematics).	GDA23-19.9.0		
STUDENT SERVICES - Study assistance services	Records relating to administration of specific programs.	GDA23-19.9.1	Retain for minimum of 2 years after action completed, then destroy.	02Y
STUDENT SERVICES - Study assistance services	Client records.	GDA23-19.9.2	Retain for minimum of 2 years after action completed, then destroy.	02Y
TEACHING	The process of conveying knowledge. See GOVERNANCE – Policy and Procedure for records relating to policy and procedure. See also <i>General Retention and Disposal Authority - Administrative records</i> for agreements/contractual records of joint ventures such as agreements with external bodies (including other educational institutions).	GDA23-25.0.0		
TEACHING - Advice to students	Advice provided to students in relation to teaching, enrolment, progression, assessments, disputes, course delivery, complaints, etc. See also STUDENT SERVICES – Careers advice	GDA23-25.1.0		
TEACHING - Advice to students	Records relating to the provision of advice to students as defined above. Note: Where these records are batched an estimation will need to be made on the likely graduation/ completion date for the majority of students.	GDA23-25.1.1	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
TEACHING - Assessment	The process of testing knowledge and understanding of candidates for degrees, programs etc by examination and other techniques. See also GOVERNANCE – Breaches of by-laws and rules for records dealing with academic misconduct, such as plagiarism.	GDA23-25.2.0		
TEACHING - Assessment	Assessment committee records.	GDA23-25.2.1	Retain for minimum of 1 year after action completed, then destroy. Note: action completed includes appeals.	01Y
TEACHING - Assessment	Student examination/ assessment scripts (eg examination papers completed by students). Includes any work, with the exception of theses, submitted or completed by students for the purposes of assessment or evaluation by: examinations (written or oral); assignments; practicum reports (see also below); field work reports; presentations; works of art. Examples of records: examination manuscripts; and assignments. See 25.2.5 for undergraduate, honours and postgraduate coursework theses and TEACHING – Course delivery for master set of examination papers.	GDA23-25.2.2	Retain at least until the end of the appeal period, then destroy	06M

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Function/Activity	Description	GDA	Retention Description	Retention Period
TEACHING - Assessment	<i>Practicums – summary records</i> for courses of study where the number of hours completed and proof of satisfactory performance may be required for accreditation purposes (for example nursing and teaching practicums). Note: For certification/accreditation purposes the information required will usually include the number of hour/days completed and the result/grade. These can usually be gained through a combination of the student's transcript and relevant handbooks. This disposal class should be used for practicum reports where these are not available. See also above for other practicum records such as practicum reports. <i>Practicums – administrative records</i> for arrangements and liaison with placement providers. See <i>General Retention and Disposal Authority - Administrative Records for agreements/ contracts</i> .	GDA23-25.2.3	Retain for minimum of 50 years after completion of course of study, then destroy.	50Y
TEACHING - Assessment	Undergraduate and honours theses submitted or completed by students for the purposes of assessment or evaluation. Includes postgraduate coursework theses (where student is not working towards a higher degree). See also TEACHING – Supervision of higher degree students for higher degree theses.	GDA23-25.2.5	Retain for minimum of 3 years after date of submission, then destroy	03Y
TEACHING - Assessment	Records of appeals of individual assessments. See also TEACHING – Results for appeals to final grades. Note: action completed may include escalation to internal or external formal grievance/ complaint processes.	GDA23-25.2.6	Retain for minimum of 1 year after action completed, then destroy.	01Y
TEACHING - Assessment	Administrative arrangements for the conduct of examinations and other assessment activities. This includes: assessment/examination supervision; timetabling; eligibility lists; provision of examination/ assessment materials; and objections to taking part in an assessment/examination due to religious requirements. Examples of records: timetables; eligibility lists. See STUDENT SERVICES – Special needs support for records relating to the provision of special needs during examinations or other assessment activities.	GDA23-25.2.7	Retain until no longer required for reference purpose, then destroy.	NAP
TEACHING - Attendance	Attendance of students for teaching and assessment activities such as: examinations; assessment activities; classes; tutorials; and laboratory sessions.	GDA23-25.3.0		
TEACHING - Attendance	Records relating to attendance. Examples of records: attendance lists; sick leave forms; and medical certificates.	GDA23-25.3.1	Retain at least until end of appeal period, then destroy.	06M
TEACHING - Attendance	Records relating to attendance for practicums where students are working with children (eg nursing and education).	GDA23-25.3.2	Retain for minimum of 10 years after action completed, then destroy.	10Y
TEACHING - Course delivery	The means by which teaching is conducted. See also TEACHING – Supervision of higher degree students for student supervision records.	GDA23-25.4.0		
TEACHING - Course delivery	Subject resources and material used in course delivery. Examples of records: subject outlines; study guides; readings; self assessment exercises; audio/visual teaching aides; reading lists; assignment lists; and lecture notes.	GDA23-25.4.1	Retain at least until no longer required for teaching or other purposes, then destroy.	NAP
TEACHING - Course delivery	Examination papers – master set of questions. See also TEACHING - Assessment for student scripts.	GDA23-25.4.2	Required as State archives	P
TEACHING - Course delivery	Calendars, handbooks and guides – master set. These contain such information as descriptions of course requirements, prerequisites, content and outcomes. Examples of records: calendars; faculty handbooks; and course guides	GDA23-25.4.3	Required as State archives	P
TEACHING - Course delivery	Working papers These are the academic's papers for course/subject preparation and/or delivery. Examples of records: research notes; drafts of documents.	GDA23-25.4.4	Retain at least until no longer required for teaching or other purposes, then destroy.	NAP
TEACHING - Course delivery	Quality assurance Records relating to the assessment of data/feedback on course delivery. For example assessment/evaluation; findings of surveys; reporting and recommendations; action taken. See also <i>General Retention and Disposal Authority - Administrative Records – STAFF DEVELOPMENT</i> .	GDA23-25.4.5	Retain until no longer required for reference or administrative purpose, then destroy.	NAP
TEACHING - Course delivery	Quality assurance – survey/data collection forms Records relating to the collection of assessment data on course delivery. Examples of records: data collection forms; and survey forms.	GDA23-25.4.6	Retain until no longer required for reference or administrative purpose, then destroy.	NAP
TEACHING - Course delivery	Records relating to administrative arrangements for course delivery, such as timetables, rosters, organising venues, teaching allocations.	GDA23-25.4.7	Retain until no longer required for administrative purposes, then destroy.	NAP
TEACHING - Curriculum approval	Institutional approval process, from school/department/discipline to governing body and/or external accreditation.	GDA23-25.5.0		
TEACHING - Curriculum approval	Working papers. Note: This does not include committee records or the master set of approved curricula. Examples of records: correspondence; and notes.	GDA23-25.5.1	Retain for minimum of 3 years after curricula superseded, then destroy.	03Y
TEACHING - Curriculum approval	Records of the approval process, including committee records.	GDA23-25.5.2	Retain for minimum of 10 years after curricula superseded, then destroy.	10Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
TEACHING - Curriculum approval	Approved curricula – master set. Note: Copies of curricula which are not approved can be disposed of under <i>Working papers</i> above.	GDA23-25.5.3	Required as State archives	P
TEACHING - Curriculum approval	Records relating to successful external accreditation of courses by professional or registration bodies. Examples of records: letter/notification of successful accreditation.	GDA23-25.5.4	Retain for minimum of 10 years after accreditation expires, then destroy.	10Y
TEACHING - Curriculum approval	Records relating to the process of gaining accreditation.	GDA23-25.5.5	Retain for minimum of 5 years after action completed, then destroy.	05Y
TEACHING - Curriculum approval	Records relating to unsuccessful external accreditation. Examples of records: reports; criteria; correspondence.	GDA23-25.5.6	Retain for minimum of 3 years after action completed, then destroy.	03Y
TEACHING - Curriculum development	The process of developing curricula for university courses. This includes the initiation or discussion of proposals.	GDA23-25.6.0		
TEACHING - Curriculum development	Working papers. Note: This does not include the master set of approved curricula. Examples of records: correspondence; reference/advisory/industry groups records of committees and working parties; and notes.	GDA23-25.6.1	Retain for minimum of 3 years after curricula superseded, then destroy.	03Y
TEACHING - Curriculum review	Internal institutional and/or external review.	GDA23-25.7.0		
TEACHING - Progression	Once a student enrolls in a course of study, their progression through to graduation is dependent upon meeting minimum success rates and correctly re-enrolling. The University may place students who have performed poorly on conditional enrolment, or exclude them from studies or take some other form of action (such as warnings).	GDA23-25.8.0		
TEACHING - Progression	Records relating to the assessment of students in order to identify those whose progression may require intervention. Examples of records: decisions; requests for students to ‘show cause’; documentation from students in support of their case; notification of exclusion; notification of conditional enrolment; monitoring and/or reports on student progress appeals. Note: Where these records are batched a careful estimation will need to be made on the likely graduation/ completion date for the majority of students.	GDA23-25.8.1	Retain for minimum of 6 years after student has completed or discontinued course of study, then destroy.	06Y
TEACHING - Progression	Records of committees (including ad-hoc committees) responsible for assessing student progression cases.	GDA23-25.8.2	Retain for minimum of 6 years after action completed, then destroy.	06Y
TEACHING - Results	Grading/marking of individual assessment components such as assignments, essays, theses, etc. Note: this does not include the final grade for a subject or course or the actual assessment items.	GDA23-25.9.0		
TEACHING - Results	Records relating to the grading/marking of individual assessment components of a subject or course. Note: These records need to be retained to allow students the opportunity to appeal.	GDA23-25.9.1	Retain for minimum of 1 year after end of appeal period, then destroy.	01Y
TEACHING - Results	Records of determination of final results/grades. See also above for marking/grading of individual assessment components.	GDA23-25.9.2	Retain for minimum of 1 year after appeal period, then destroy.	01Y
TEACHING - Results	Records relating to appeals of grades. See also TEACHING - Assessment for appeals of individual assessments. Note: action completed may include escalation to internal or external formal grievance/ complaint processes.	GDA23-25.9.3	Retain for minimum of 1 year after action completed, then destroy.	01Y
TEACHING - Results	Records relating to changes to assessment results. Note: Where these records are batched an estimation will need to be made on the likely graduation/completion date for the majority of students.	GDA23-25.9.4	Retain for minimum of 6 years after completion or discontinuation of course or program of study by student, then destroy.	06Y
TEACHING - Special consideration requests	Requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity.	GDA23-25.10.0		
TEACHING - Special consideration requests	Records relating to special consideration requests. Note: retention period based on recommendation of NSW Ombudsman made in the Final Report under Section 26 of the Ombudsman Act – Sydney University – The conduct of the University in handling applications for special consideration, complaints against staff and incidental conflicts of interest (February 2001) [unpublished]	GDA23-25.10.1	Retain for minimum of 3 years after action completed, then destroy.	03Y
TEACHING - Supervision of higher degree students	Supervision of higher degree students (eg masters and Ph.D. level students) where assessment is not by coursework but by thesis or other significant work. See also TEACHING – Assessment for postgraduate coursework theses.	GDA23-25.11.0		

Function/Activity	Description	GDA	Retention Description	Retention Period
TEACHING - Supervision of higher degree students	Records relating to the supervision of higher degree students. Includes advice and liaison between a supervisor and student.	GDA23-25.11.1	Retain for minimum of 6 years after action completed, then destroy.	06Y
TEACHING - Supervision of higher degree students	Records relating to the appointment of examiners, assessors or supervisors.	GDA23-25.11.2	Retain for minimum of 1 year after action completed or end of appeal period, whichever is longer, then destroy.	01Y
TEACHING - Supervision of higher degree students	Examiners/assessors' reports and related records.	GDA23-25.11.3	Retain at least until end of appeal period, then destroy.	06M
TEACHING - Supervision of higher degree students	Theses submitted by higher degree students where the student is awarded the higher degree.	GDA23-25.11.4	Retain until no longer required for reference use, then destroy OR Return to student in compliance with university policy.	NAP
TEACHING - Supervision of higher degree students	Theses submitted by higher degree students where the student is not awarded the higher degree.	GDA23-25.11.5	Retain for minimum of 1 year after end of appeal period, then destroy OR Return to student in compliance with university policy.	01Y
TEACHING - Transcripts/ final results	The official record of the marks/grades achieved by a student in the course of the degree or program undertaken.	GDA23-25.12.0		
TEACHING - Transcripts/ final results	Student academic transcript/final results.	GDA23-25.12.1	Required as State archives	P
TEACHING - Transcripts/ final results	Paper records of student academic transcript/final results which have been converted to electronic format (eg through data entry or imaging).	GDA23-25.12.2	Retain until no longer required for reference purposes, then destroy.	NAP
TEACHING - Transcripts/ final results	Records relating to requests for academic transcripts.	GDA23-25.12.3	Retain until no longer required for reference purposes, then destroy.	NAP
TEACHING - Transcripts/ final results	Records relating to requests for verification of qualifications or graduation status.	GDA23-25.12.4	Retain for minimum of 1 year after action completed, then destroy.	01Y
TEACHING and REASEARCH -Curriculum review	Records relating to the review of curricula, includes working papers. Note: This does not include the master set of approved curricula. Examples of records: committee records; reference/advisory/industry groups, correspondence; and notes.	GDA23-25.7.1	Retain for minimum of 3 years after action completed, then destroy.	03Y
TECHNOLOGY & TELECOMMUNICATIONS		GA28-20.01.00		
TECHNOLOGY & TELECOMMUNICATIONS - Acquisition	Records relating to the acquisition of services for the development of systems or the acquisition of off-the-shelf systems where the system is proceeded with and is acquired through a tendering or contracting-out process. Includes systems acquired through period contracts that involve tendering. Note: Organisations may choose to maintain all evaluation, acquisition, contracting-out and/or tendering records relating to systems according to this disposal action, or may refer to TENDERING or CONTRACTING-OUT if they wish to destroy some of the tendering or contracting-out documentation at an earlier date. Decisions may differ according to the system and should be based on a determination of how long records are required to meet the organisation's business needs in consultation with operational employees or business units.	GA28-20.01.01	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Acquisition	Records relating to the acquisition of technology and telecommunications equipment or systems through any means (purchase, acquisition, requisition etc) where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: - requests for quotes - orders - correspondence and records of negotiations - minutes or notes of meetings.	GA28-20.01.02	Destroy action completed	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Acquisition	Records relating to investigations into the acquisition of technology and telecommunications equipment or systems not proceeded with.	GA28-20.01.03	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Acquisition	Records relating to warranties and guarantees.	GA28-20.01.04	Destroy See authorised action	

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TECHNOLOGY & TELECOMMUNICATIONS - Agreements	Records relating to the establishment, negotiation, maintenance and review of agreements regarding the provision or use of technology and telecommunications services that do not form part of contracting-out or tendering arrangements, e.g. software licences. Records include: - correspondence and records of negotiations, including minutes or notes of meetings - drafts containing significant changes/alterations or formally circulated for comment - final, approved versions of agreements - reviews of agreements.	GA28-20.02.01	Destroy See authorised action	
TECHNOLOGY & TELECOMMUNICATIONS - Allocation	Records relating to the routine allocation and distribution of technology and telecommunications equipment, services, facilities, hardware or software to business units within the organisation.	GA28-20.03.01	Destroy action completed	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Allocation	Records relating to the routine allocation and distribution of technology and telecommunications equipment, services, facilities, hardware or software to individuals for their ongoing use.	GA28-20.03.02	Destroy See authorised action	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to the design and development of systems which are proceeded with. Records include: - background research - project proposals - project management records - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - systems documentation - information regarding the source code and the source code itself - information regarding the interrelationship between systems - system specific data dictionaries - records of establishment of system logs - records of application and allocation of metadata - records of business rules - records of user requirements - records of system specifications and configurations - records of rectification of developmental problems - records of requests for system changes during development - records of final signoff by parties.	GA28-20.04.01	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to proposals for the development and modification of specific applications which are not proceeded with.	GA28-20.04.02	Destroy action completed	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to testing of applications. Records include: - records of testing strategies, e.g. user testing - result forms - test reports. See 20.4.1 for records relating to the rectification of problems detected.	GA28-20.04.03	Destroy See authorised action	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to the configuration or customisation of off-the-shelf packages to meet the needs of the organisation.	GA28-20.04.04	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to enhancements and upgrades to systems, and system-changing maintenance and problem management.	GA28-20.04.05	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to the maintenance of system logs which are used to show a history of access or change to data, e.g. system access logs, Internet access and activity logs, system change logs, audit trails etc. Note: The Government Chief Information Office (GCIO), Information Security Guideline for NSW Government agencies indicates that the minimum retention period for audit logs should at least be sufficient to support the investigation of security incidents (p.97). System logs may be required for accountability purposes or as evidence in investigations to trace who accessed what records. The length of retention will be dependent on the organisation, the system and the nature of the risks faced. Remark: Audit trails relating to financial systems may be embedded in the transaction record or may be maintained separately. Where an audit trail is maintained separately it should be retained for the period of the base transaction record itself (as per GA28, 7.1.1).	GA28-20.04.06	See authorised action See authorised action	
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to the maintenance of system logs which are not used to show a history of access or change to data, e.g. backup logs. Note: Backup logs are maintained by backup software to report the status of backups performed and information such as devices and tapes used, errors encountered, systems and lists of files backed up etc. Backups (e.g. backup tapes) are different: they store the actual backed up data and their disposal is covered by normal administrative practice (NAP) as they are facilitative records. It is not good practice to rely on backups as official records of business as they are not considered to be reliable recordkeeping systems. There should be established and documented routines for the destruction of backups in accordance with NAP.	GA28-20.04.07	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Application development & management	Records relating to rectification plans, reports, remediation processes and testing of systems for year 2000 (Y2K) compliance.	GA28-20.04.08	Destroy action completed	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Arrangements	Records relating to the routine usage of technology and telecommunications equipment, e.g. bookings to use laptops, videoconferencing facilities, data projectors etc.	GA28-20.05.01	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Audit	Records relating to audits of technology and telecommunications services, programs and systems, e.g. audits of licensing, equipment. Records include: - records of audit planning or liaison with auditing body - minutes or notes of meetings - notes taken at interviews - correspondence - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - records of remedial action.	GA28-20.06.01	Destroy action completed	6Y

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Function/Activity	Description	GDA	Retention Description	Retention Period
TECHNOLOGY & TELECOMMUNICATIONS - Compliance	Records relating to the organisation's compliance with mandatory or optional standards or statutory requirements regarding technology and telecommunications, e.g. AS/NZS ISO/IEC 17799: 2001, Information Technology: Code of practice for information security management. Includes records of assessment and certification of compliance with standards. Note: Retention period is provided as a guide only. Any records providing evidence of organisational compliance with statutory or operational requirements must be kept as long as the organisation has to account for its actions.	GA28-20.07.01	Destroy action completed	6Y
TECHNOLOGY & TELECOMMUNICATIONS - Customer service	Final, approved versions of charters, standards or guarantees relating to the provision of technology and telecommunications services to clients.	GA28-20.08.01	Destroy superseded	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Customer service	Records relating to the development and review of charters, standards or guarantees relating to the provision of technology and telecommunications services to clients. Records include: - background research - draft versions containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-20.08.02	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Customer service	Records relating to the administration of specialised customer services relating to technology and telecommunications, e.g. help desks, and advice and assistance regarding technology and telecommunications systems, operations and services, e.g. advice to internal business units.	GA28-20.08.03	Destroy action completed	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Customer service	Records relating to suggestions received from personnel in relation to technology and telecommunications.	GA28-20.08.04	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Data administration	Records relating to the recovery of data, e.g. data lost during disasters, data corrupted by viruses etc. Records include records of testing for data recovery and post-incident reviews.	GA28-20.09.01	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Data administration	Records relating to the maintenance of organisation-wide data dictionaries.	GA28-20.09.02	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Disposal	Records relating to the disposal of technology and telecommunications equipment through any means including sale, transfer, auction, exchange, return or destruction. Records include for leased equipment: - written notices and related correspondence, e.g. to and from leasing companies - handover reports. Records include for purchased equipment: - independent valuation certificates verifying work undertaken on assets prior to valuation - written quotes - auction records - related correspondence.	GA28-20.10.01	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Evaluation	Records relating to the evaluation of potential or existing technology and telecommunications programs, equipment, services and systems. Records include: - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - records establishing requirements for systems, including analysis of business processes and systems analysis - records of development and issue of specifications, including statements of requirements, requests for proposals, expressions of interest and business cases, initial pilot testing - records of evaluation of commercial 'off the shelf' products and services and whole of government solutions (including shared systems suites and endorsed suppliers) against user requirements - records of investigations into the feasibility of contracting-out technology and telecommunications activities.	GA28-20.11.01	Destroy See authorised action	
TECHNOLOGY & TELECOMMUNICATIONS - Implementation	Records relating to the implementation of technology and telecommunications strategies, projects, equipment and systems. Systems can include off-the-shelf products or internally developed applications. Records include: - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - project management documentation - records of implementation strategies and pilots - records of implementation testing - records of migration strategies and quality assurance checks for migration - records of allocation of technology and telecommunications equipment to individuals or organisational units as part of implementation roll-outs - records of monitoring of implementation.	GA28-20.12.01	Destroy action completed	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Installation	Records relating to arrangements for the routine installation or relocation of technology and telecommunications equipment including software and hardware when they are not part of stand-alone projects, e.g. installation of a few PCs or printers.	GA28-20.13.01	Destroy action completed	2Y
TECHNOLOGY & TELECOMMUNICATIONS - Intellectual property	Records relating to managing applications: - made by the organisation to use portions of software developed by another organisation or individual, or - from the public or other organisations for permission to reproduce portions of software developed by the organisation where permission has been granted.	GA28-20.14.01	Destroy See authorised action	
TECHNOLOGY & TELECOMMUNICATIONS - Intellectual property	Records relating to managing applications: - made by the organisation to use portions of software developed by another organisation or individual, or - from the public or other organisations for permission to reproduce portions of software developed by the organisation where permission has not been granted.	GA28-20.14.02	Destroy administrative or reference use ceases	NAP
TECHNOLOGY & TELECOMMUNICATIONS - Leasing-out	Records relating to arrangements for leasing-out the organisation's technology and telecommunications equipment, systems or services to other organisations.	GA28-20.15.01	Destroy See authorised action	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Leasing-out	Records relating to leasing-out which is not proceeded with.	GA28-20.15.02	Destroy action completed	2Y

Function/Activity	Description	GDA	Retention Description	Retention Period
TECHNOLOGY & TELECOMMUNICATIONS - Maintenance	Records relating to the maintenance of technology and telecommunications equipment. Records include: - project management documentation - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - correspondence and records of advice from vendors, suppliers, consultants etc - records of maintenance inspections - records of requests for maintenance - documentation of minor maintenance action.	GA28-20.16.01	Destroy action completed	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Planning	Final, approved versions of plans for technology and telecommunications projects, systems and activities within an organisation, e.g. plans for quality control and for acquisition and implementation projects, systems security plans, information system security plans, information management and technology strategic plans, access control plans, telecommunications plans, Year 2000 contingency plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	GA28-20.17.01	Destroy See authorised action	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Planning	Records relating to the development and review of the organisation's technology and telecommunications plans, e.g. plans for quality control and for acquisition and implementation projects, systems security plans, information system security plans, information management and technology strategic plans, access control plans, telecommunications plans, Year 2000 contingency plans. Records include: - background research - draft versions of plans containing significant changes/ alterations or formally circulated for comment - notes of meetings or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-20.17.02	Destroy action completed	3Y
TECHNOLOGY & TELECOMMUNICATIONS - Policy	Final, approved versions of policies for the use or management of technology and telecommunications systems, e.g. information system security policies, information technology security policies, mobile telephone policies, Year 2000 compliance policies, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Note: There may be some policies relating to the acquisition or disposal of technology and telecommunications equipment that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-20.18.01	Destroy See authorised action	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Policy	Records relating to the development and review of policies for the use or management of technology and telecommunications systems, e.g. information system security policies, information technology security policies, mobile telephone policies, Year 2000 compliance policies. Records include: - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc.	GA28-20.18.02	Destroy action completed	3Y
TECHNOLOGY & TELECOMMUNICATIONS - Procedures	Final, approved versions of manuals, handbooks, directives etc detailing technology and telecommunications procedures, e.g. system usage procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation. Note: Operating manuals for technology and telecommunications equipment, facilities or software not developed or customised by the organisation can be destroyed under normal administrative practice (NAP). Note: There may be some procedures relating to the acquisition or disposal of technology and telecommunications equipment that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.	GA28-20.19.01	Destroy See authorised action	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Procedures	Records relating to the development and review of the organisation's technology and telecommunications procedures, e.g. system usage procedures. Records include: - background research - draft versions of procedures containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc.	GA28-20.19.02	Destroy action completed	3Y
TECHNOLOGY & TELECOMMUNICATIONS - Reporting	Records relating to the development and review of formal reports regarding technology and telecommunications programs, services and systems, e.g. reports on systems development and implementation and reports on risk management processes. Records include: - background research - records relating to the outcomes of consultation with employees, unions, other stakeholders etc - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.	GA28-20.20.01	Destroy action completed	7Y

State Records NSW General Disposal Authorities

Function/Activity	Description	GDA	Retention Description	Retention Period
TECHNOLOGY & TELECOMMUNICATIONS - Reporting	Records relating to internal periodic reports on general administrative matters used to monitor recurring activities to support technology and telecommunications programs, services and systems. Records include: - background research - draft versions of reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports.Note: The disposal of some internal reports like batch reports, error reports, transaction reports etc is covered by normal administrative practice (NAP).	GA28-20.20.02	Destroy action completed	3Y
TECHNOLOGY & TELECOMMUNICATIONS - Restructuring	Records relating to arrangements, e.g. project management documentation, for the transfer or integration of technology and telecommunications systems/assets to or from other organisations, e.g. after administrative change.	GA28-20.21.01	Destroy action completed	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Reviewing	Records relating to the review of technology and telecommunications programs and services, including post implementation reviews. Records include: - documents establishing the review - records of development of methodologies for review - background research - records of testing activities undertaken as part of reviews, e.g. user acceptance testing - draft versions of review reports containing significant changes/alterations or formally circulated for comment - final, approved versions of reports - project or action plans - certificates of compliance/completion.	GA28-20.22.01	Destroy action completed	5Y
TECHNOLOGY & TELECOMMUNICATIONS - Security	Records relating to requests and permissions for employees to access or connect to technology and telecommunications systems, e.g. local area networks, Internet, function specific systems etc.Note: Records are related to system logs (see APPLICATION DEVELOPMENT & MANAGEMENT 20.4.6) as they provide permissions to access systems, and logs show what systems are accessed and by whom. They may be required for accountability, but the length of retention is dependent on the system, the organisation's specific practices and risks. Each organisation will need to conduct risk assessments to determine suitable retention periods for these records.	GA28-20.23.01	See authorised action See authorised action	
TECHNOLOGY & TELECOMMUNICATIONS - Security	Records relating to security arrangements made for the protection of technology and telecommunications systems. Records include: - minutes or notes of meetings - records of authentication measures - records of encryption measures - records of advice/approval from other organisations regarding security issues - records of maintenance of firewalls - records of security testing and audit - records of sanitisation of technology equipment prior to disposal, e.g. wiping of hard disks.Note: Disposal of backups is covered by normal administrative practice (NAP) as they are facilitative records. It is not good practice to rely on backups as official records of business as they are not considered to be reliable recordkeeping systems. There should be established and documented routines for the destruction of backups in accordance with NAP.	GA28-20.23.02	Destroy action completed	7Y
TECHNOLOGY & TELECOMMUNICATIONS - Security	Records relating to suspected or proven breaches of security arrangements for technology and telecommunications systems. Records include: - reports on security leaks - records of investigations into alleged security breaches - records of referral of breaches to law enforcement authorities.	GA28-20.23.03	Destroy action completed	7Y

Function/Activity	Description	GDA	Retention Description	Retention Period
TENDERING	Records relating to the development, issue, evaluation and review of tenders. Records include: - records of planning for the tender - minutes or notes of meetings - Statements of Requirements - Requests for Proposals - Expressions of Interest - Requests for Tender (RFT) - draft contracts - records of arrangements for carrying out the evaluation process - evaluation reports - recommendations - final reports - public notices - records of post offer negotiations - records of due diligence checks.	GA28-21.00.01	Destroy See authorised action	7Y
TENDERING	Records relating to unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Records include: - submissions - notifications of outcome - reports on debriefing sessions.	GA28-21.00.02	Destroy action completed	2Y
TENDERING	Records relating to contracts resulting from tenders and supporting records. Records include: - correspondence and records of negotiations including minutes or notes of meetings - draft versions of contracts or agreements containing significant changes/alterations or formally circulated for comment - final, approved and signed versions of contracts or agreements - records of variation or review of contracts or agreements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	GA28-21.00.03	See authorised action See authorised action	
TENDERING	Summary records created to facilitate the management of contracts or tenders, e.g. contract registers, tender registers. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	GA28-21.00.04	Destroy action completed	7Y