

What are General Disposal Authorities?

General retention and disposal authorities (sometimes referred to as GDA's or GA's) identify the functions and activities, describe the type of records associated with each other, and prescribe a disposal action. These authorities are legal documents that provide the necessary authorisation by State Records (NSW) to allow disposal to be undertaken. Disposal actions range from permanent retention as an archive, to stipulating a minimum period of retention prior to destruction.

The following GDA's are applicable to the University:

- [Administrative records](#) (GA28)
- [Audio visual programs and recordings](#) (GDA11)
- [Original or sourced records that have been copied](#) (GA45)
- [Source records that have been migrated](#) (GA33)
- [Education: Higher and further education records](#) (GA47)
- [Video/visual surveillance records](#) (GDA8)

How do I use the general disposal authorities?

There are specific steps that need to be taken when using the disposal authorities to sentence University records. See: **Process for Archiving** for further information.

The following points need to be considered:

- Records are sentenced at the folder level (not the document level)
- If there is more than one business activity documents on the folder, the record that contains the highest retention value and period must be used.
- The information must be retained for the minimum amount of time specified.

A small percentage of information will be archival – meaning it will need to be kept forever, but most information will be able to be destroyed after a given time period as documented in the GDA's.

Further assistance

Please see the following related guides:

- [Process for Archiving](#)
- [Disposing of Records](#)