

Any University record that must be kept for longer than 50 years (including records that must be retained permanently as State archives) are classified as requiring long term retention under the University's Records Management Procedure.

All records with long term retention requirements must be transferred to the CSU Regional Archives or captured in Unirecords once administrative use of the record has ceased.

The table below identifies university records with long term or State archive retention requirements. For help managing long term retention and State archives please contact records@csu.edu or the CSU Regional Archives.

Disposal authority	Terms	Record description	Retention instructions
GA28-01.00.05	COMMITTEES	<p>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.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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\n - correspondence arising from business discussed or resolutions passed. 	Required as State archives
GA28-02.05.01	COMMUNITY RELATIONS - Conferences	<p>Final, approved versions of published or unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation.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.</p>	Required as State archives

GA28-02.15.01	COMMUNITY RELATIONS - Media relations	Final, approved versions of media releases issued by the organisation.	Required as State archives
GA28-03.02.01	COMPENSATION - Claims	<p>Records relating to an employee's claim for workers' compensation where an incident has resulted in serious personal injury or incapacity.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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. <p>A compensation claim can potentially be lodged at any time in the lifetime of the claimant. If date of birth is unknown assume the person was 15 years at the time of the accident.</p>	Retain minimum of 75 years after date of birth or minimum of 7 years after action completed, whichever is longer, then destroy



FA404-01.02.01	EARLY CHILDHOOD EDUCATION AND CARE - Regulation of childcare services	Records relating to the development, review and establishment of strategic plans, policies and procedures relating to the regulation and provision of childcare services. Records include policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents	Required as State archives
FA404-01.02.02	EARLY CHILDHOOD EDUCATION AND CARE - Regulation of childcare services	Records relating to the investigation of a licensee, licensed centre or authorised supervisor for serious incidents or breaches that result in sanctions and/or prosecutions. Serious incidents include death or serious injury, physical or sexual assault. Records include complaints, notifications, investigation reports, correspondence, briefings, reports and recommendations, and records of remedial action.	Required as State archives
FA404-01.02.03	EARLY CHILDHOOD EDUCATION AND CARE - Regulation of childcare services	Records relating to the receipt and investigation by the regulator of allegations of child abuse that do not result in sanctions and/or prosecutions.	Retain minimum of 99 years after action completed, then destroy
GA28-07.06.01	FINANCIAL MANAGEMENT - Audit	Records relating to audits of the organisation's accounts or financial management records, systems and processes which: <ul style="list-style-type: none"> • identify serious misuse or wastage of public money • set a precedent, and/or • lead to a major change in policies. Records include: <ul style="list-style-type: none"> • 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. 	Required as State archives



GA28-09.01.01	GOVERNING & CORPORATE BODIES - Advice	Records relating to the receipt and provision of advice regarding the administration and operation of the organisation's governing body.	Required as State archives
GA28-09.02.01	GOVERNING & CORPORATE 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: <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-09.06.01	GOVERNING & CORPORATE 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.	Required as State archives
GA28-09.07.01	GOVERNING & CORPORATE 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.	Required as State archives
GA28-09.08.01	GOVERNING & CORPORATE 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.	Required as State archives
GA28-09.08.03	GOVERNING & CORPORATE BODIES - Compliance	Records documenting the establishment and registration of the organisation, or an entity controlled by it, as a corporate entity. Includes certificates, memoranda and articles of incorporation or association, company or corporate registers (e.g. share and seal registers, registers of directors, etc.).	Required as State archives
GA28-09.09.01	GOVERNING & CORPORATE BODIES - Corruption	Records relating to allegations of fraud, corruption or misconduct made about a member of the organisation's governing body.	Required as State archives



GA28-09.10.01	GOVERNING & CORPORATE BODIES - Meetings	Records relating to the meetings of governing bodies, such as boards, trusts, etc., and meetings of sub-committees. Records include: <ul style="list-style-type: none"> • agenda and minutes • advice and briefing papers • submissions and reports • recommendations and resolutions • correspondence arising from business discussed or resolutions passed at meetings. 	Required as State archives
GA28-09.11.01	GOVERNING & CORPORATE BODIES - Membership	Records relating to the nomination, appointment, reappointment, resignation or termination of members of governing bodies or their sub-committees. Records include: <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-09.11.02	GOVERNING & CORPORATE 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.	Required as State archives
GA28-09.13.01	GOVERNING & CORPORATE 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.	Required as State archives
GA28-09.15.04	GOVERNING & CORPORATE 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.	Retain minimum of 75 years after action completed, then destroy



		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.	
GA28-10.11.01	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.	Required as State archives
GA28-11.04.01	INDUSTRIAL RELATIONS - Disputes	<p>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.</p> <p>Significant disputes can include those:</p> <ul style="list-style-type: none"> • resulting in a strike, ban or lock-out • that set precedents, or • that result in innovative or contentious changes to working conditions. <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-12.08.02	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 consultants.	Transfer to State Records when records are transferred or retain in organisation if records are managed under a distributed management agreement
GA28-12.09.01	INFORMATION MANAGEMENT - Control	<p>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.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • indexes 	Required as State archives



		<ul style="list-style-type: none"> • correspondence/file registers or registration systems • metadata. <p>This includes current records as well as records maintained as part of an organisation's own archives.</p> <p>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.</p>	
GA28-12.11.09	INFORMATION MANAGEMENT - Disposal	<p>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.</p> <p>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.</p> <p>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.</p>	Required as State archives
GA28-14.01.01	OCCUPATIONAL HEALTH & SAFETY - Accidents	<p>Records relating to incidents that result in serious personal injury or incapacity to employees.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	Retain minimum of 75 years after action completed, then destroy



		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.	
GA28-14.01.06	OCCUPATIONAL HEALTH & SAFETY - Accidents	Registers of injuries. 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.	Retain minimum of 75 years after action completed, then destroy
GA28-14.04.01	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: <ul style="list-style-type: none"> • 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. 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.	Retain minimum of 75 years after action completed, then destroy
GA28-14.04.03	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: <ul style="list-style-type: none"> • 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. 	Retain minimum of 75 years after action completed, then destroy



GA28-14.04.04	OCCUPATIONAL HEALTH & SAFETY - Compliance	<p>Hazardous substances registers (including asbestos registers) identifying substance properties and details of their condition.</p> <p>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.</p>	Retain minimum of 75 years after action completed, then destroy
GA28-14.05.03	OCCUPATIONAL HEALTH & SAFETY - Health promotion	<p>Summary details of materials safety information maintained by the organisation, e.g. material safety data sheets (MSDS) registers.</p> <p>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.</p>	Retain minimum of 75 years after action completed, then destroy
GA28-14.06.01	OCCUPATIONAL HEALTH & SAFETY - Inspections	<p>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.</p> <p>See PROPERTY MANAGEMENT - Inspections for records relating to inspections to determine whether asbestos or other hazardous substances are present in buildings or land.</p>	Retain minimum of 75 years after action completed, then destroy
GA28-14.08.01	OCCUPATIONAL HEALTH & SAFETY - Policy	Final, approved versions of policies relating to specific work 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.	Retain minimum of 75 years after policy is superseded, then destroy
GA28-14.09.01	OCCUPATIONAL HEALTH & SAFETY - Procedures	Final, approved versions of procedures relating to specific work 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.	Retain minimum of 75 years after procedures are superseded, then destroy
GA28-14.13.01	OCCUPATIONAL HEALTH & SAFETY - Risk management	<p>Records relating to risk management of work 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.</p> <p>Records include:</p>	Retain minimum of 75 years after action completed, then destroy



		<ul style="list-style-type: none"> • 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. 	
GDA17-01.14.03	PATIENT/CLIENT TREATMENT AND CARE - Complaints and incident management	<p>Records relating to the handling of complaints and investigation of incidents concerning the provision of patient/client treatment or care not involving legal action.</p> <p>This includes associated reports of and records of investigations into an incident or complaint.</p>	<p>Retain minimum of 7 years after action completed or until the patient/client attains or would have attained the age of 25, whichever is longer, then destroy</p> <p>For records relating to allegations or cases of child sexual abuse: Retain minimum of 45 years after action completed, then destroy.</p>
GA28-15.04.01	PERSONNEL - Employee service history	<p>Records summarising the employment or service history of personnel. Includes:</p> <ul style="list-style-type: none"> • name • date of birth • dates of employment/service • positions held and salary • locations worked. <p>This includes information maintained in electronic recordkeeping systems.</p> <p>If an organisation is unable to easily produce summary records containing the above information, then it should contact State Records for advice.</p>	Required as State archives
GA28-15.04.02	PERSONNEL - Employee service history	Records documenting the selection and appointment of:	Required as State archives



		<ul style="list-style-type: none"> • chief executive officers\n - 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. <p>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.</p>	
GA28-15.04.03	PERSONNEL - Employee service history	<p>Records documenting the appointment and subsequent employment history (including separation from the organisation) of successful applicants for a position.</p> <p>Includes:</p> <ul style="list-style-type: none"> • 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. <p>Use this entry for records of training where they relate to occupational health and safety training or where they are required by individual employees as part of employment conditions or to perform their duties.</p>	Retain minimum of 75 years after date of birth or minimum of 7 years after employment ceases, whichever is longer, then destroy
GA28-15.07.01	PERSONNEL - Leave, attendance and absences	<p>Summary details of leave taken by employees.</p> <p>Includes name, type of leave, dates taken, and approval.</p>	Retain minimum of 75 years after date of birth of employee or minimum of 7 years after employment ceases, whichever is longer, then destroy
GA28-15.08.01	PERSONNEL - Misconduct	<p>Records relating to the management of instances or allegations of misconduct involving abuse or neglect of children.</p> <p>Records include:</p>	Retain minimum of 100 years after action completed, then destroy



		<ul style="list-style-type: none"> • advice of allegation and response • investigation documentation and reports • reports, notifications and referrals of allegations and cases to external bodies • records of remedial and/or disciplinary action • records of appeals. 	
GA28-16.01.01	PROPERTY MANAGEMENT - Acquisition	<p>Records relating to the acquisition of property that is significant due to the fact that it is:</p> <ul style="list-style-type: none"> • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark, or • heritage listed. <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-16.01.03	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.	Required as State archives
GA28-16.03.01	PROPERTY MANAGEMENT - Audit	Records relating to audits of processes and systems to detect the presence of hazardous substances or conditions in buildings or land.	Retain minimum of 75 years after action completed, then destroy
GA28-16.06.01	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.	Required as State archives



GA28-16.06.02	PROPERTY MANAGEMENT - Conservation	<p>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.</p> <p>Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-16.06.04	PROPERTY MANAGEMENT - Conservation	<p>Records relating to the ongoing conservation maintenance of assets owned or occupied by the organisation that have been identified as having heritage significance.</p> <p>Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-16.06.06	PROPERTY MANAGEMENT - Conservation	<p>Records relating to the remediation of contaminated sites that do not:</p> <ul style="list-style-type: none"> • present a major long term public health risk • involve major public controversy, or 	Retain minimum of 75 years after action completed, then destroy



		<ul style="list-style-type: none"> • have a significant impact on policies/procedures. <p>Records include:</p> <ul style="list-style-type: none"> • environmental and heritage impact assessments and plans • records of consultations • records of site inspections • records of remedial action • records of environmental monitoring. 	
GA28-16.07.01	PROPERTY MANAGEMENT - Construction	<p>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:</p> <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives



		Includes construction designs, artist's impressions, design models and plans submitted for design competitions. Includes successful and unsuccessful submissions. Includes the naming and renaming of buildings.	
GA28-16.07.05	PROPERTY MANAGEMENT - Construction	Records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work.	Retain minimum of 75 years after removal or disposal of hazardous materials, then destroy OR transfer to new owners on disposal of property
GA28-16.08.01	PROPERTY MANAGEMENT - Disposal	Records relating to the disposal of property that is significant due to the fact that it is: <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. Records include: <ul style="list-style-type: none"> • assessments and investigations • valuation certificates\n - 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. 	Required as State archives
GA28-16.11.01	PROPERTY MANAGEMENT - Inspections	Records relating to inspections to determine whether asbestos or other hazardous substances are present in buildings or land.	Retain minimum of 75 years after action completed, then destroy OR if property is sold before this date, transfer to new owner as required
GA28-16.15.03	PROPERTY MANAGEMENT - Leasing-out	Records relating to the long term leasing-out of land and property owned or managed by the organisation to another organisation or person, such as perpetual and 99 year leases. Records include correspondence and records of negotiations, signed leases, contracts or agreements, records of ongoing management of lease, etc.	Required as State archives



GA28-16.16.06	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. In some circumstances it may be appropriate for organisations to keep these records for longer periods.	Retain minimum of 75 years after action completed, then destroy
GA28-16.18.01	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.	Required as State archives
GA28-16.21.01	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.	Required as State archives
GA28-16.24.01	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • reports of breaches or incidents • records of investigations • records of liaison with law enforcement agencies. 	Required as State archives
GA28-18.11.09	STAFF DEVELOPMENT - Training	Summary records created to facilitate the management and monitoring of the provision of work health and safety training to employees, contractors etc, e.g. work health and safety training registers.	Retain minimum of 75 years after action completed, then destroy



		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.	
GA28-19.01.02	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.	Retain minimum of 70 years after date of agreement, or after expiry date specified in agreement, then destroy
GA28-19.03.01	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.	Required as State archives
GA28-19.08.02	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.	Required as State archives
GA28-19.11.01	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: <ul style="list-style-type: none"> • 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. 	Required as State archives



GA28-19.12.01	STRATEGIC MANAGEMENT - Legislation	<p>Records relating to the development, implementation and review of legislation and regulations concerning the operations and functional responsibilities of the organisation.</p> <p>Records include:</p> <ul style="list-style-type: none"> • 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. 	Required as State archives
GA28-19.13.02	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.	Required as State archives
GA28-19.14.01	STRATEGIC MANAGEMENT - Planning	<p>Records relating to strategic planning. Includes:</p> <ul style="list-style-type: none"> • the development and review of high-level planning of core business functions, activities, projects, programs and services • the development and review of whole-of-government planning developed by the agency where the agency provided substantial / major input into 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. 	Required as State archives
GA28-19.17.02	STRATEGIC MANAGEMENT - Reporting	Final, approved versions of reports relating to the performance of the organisation in meeting corporate goals, objectives and performance indicators.	Required as State archives
GA47-01.01.04	STUDENT ADMINISTRATION - Admissions, enrolment and progression	Record that a working with children check has been completed for students undertaking studies involving contact with children.	Retain minimum of 99 years after action completed, then destroy



GA47-02.01.03	STUDENT ADMINISTRATION - Assessment	Records relating to the assessment of courses of study such as practicums and/or professional placements where the number of hours completed and proof of satisfactory performance may be required for accreditation purposes (e.g. nursing and teaching practicums).	Retain minimum of 50 years after completion of course of study, then destroy
GA47-04.01.01	STUDENT ADMINISTRATION - By laws, policies and procedures	Final, approved versions of by-laws and rules governing the institution. Includes final approved versions of strategic policies governing core functions such as teaching, research and admissions where these are not captured in by-laws, rules or minutes of governing bodies.	Required as State archives
GA47-02.04.01	STUDENT ADMINISTRATION - Curriculum development & approval	Final approved versions of curricula. Includes: <ul style="list-style-type: none"> • master/authoritative set of descriptions of course requirements, prerequisites, content and outcomes, calendars, faculty handbooks and course guides • master set of approved examination papers if no other course material is available. 	Required as State archives
GA47-04.03.01	STUDENT ADMINISTRATION - Licencing/accreditation	Records relating to the accreditation of the institution as an education provider.	Required as State archives
GA47-03.05.01	STUDENT ADMINISTRATION - Research data	Data and datasets created as part of research activities within the institution, which are of regulatory or community significance. In assessing whether the data and datasets are of regulatory or community significance, consideration should be given to data created that is: <ul style="list-style-type: none"> • part of genetic research, including gene therapy • controversial or of high public interest, or has influence in the research domain • costly or impossible to reproduce or substitute (ie with an alternative data set of acceptable quality and useability) if the primary data is not available • relates to the use of an innovative technique for the first time. 	Required as State archives
GA47-03.04.04	STUDENT ADMINISTRATION - Research management	Final reports on individual research projects that include outcomes of the research project.	Required as State archives



GA47-01.02.03	STUDENT ADMINISTRATION - Results and graduation	Records confirming the award/receipt of a qualification of diploma or above. Includes honorary doctorates.	Required as State archives
GA47-01.02.04	STUDENT ADMINISTRATION - Results and graduation	Finalised results obtained by students, where the results are generated as an outcome of some form of assessment.	Retain minimum of 75 years after action completed, then destroy
GA47-01.03.02	STUDENT ADMINISTRATION - Scholarships, prizes, fellowships & awards	Summary records of recipients of scholarships, prizes, fellowships or awards.	Required as State archives
GA47-01.05.01	STUDENT ADMINISTRATION - Student grievances, complaints and misconduct	Records relating to the management of proven and unproven cases involving allegations of abuse or neglect of children. Includes inquiries and investigations, outcomes, and matters referred to external bodies for investigation.	Retain minimum of 99 years after action completed, then destroy



