

**Disposal Schedule
for
The University of Tasmania**

Disposal Authorisation No. 2398

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INTRODUCTION

Archives legislation

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2398

Title: Disposal Schedule for Functional records of the University of Tasmania

Authorisation:

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham
State Archivist

Document Development History
Build Status

Version	Date	Author	Reason	Sections
3.0	13-04-2016	Christine Woods	Template	All
2.0	13-12-2013	David Bloomfield	Revision	06.03.00
1.0	04-05-2012	David Bloomfield	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. *The Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers functional records of University of Tasmania

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

Permanent records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Tasmanian Archive & Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

Temporary records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Personal Information Protection

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

Other investigations or inquiries

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

Records relating to indigenous people

Key recommendations of the *Bringing Them Home Report 1997* relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

Native title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of destruction

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Government Information Strategy Unit (GISU) website.

01.00.00	<p>ACADEMIC & INTERNATIONAL RELATIONS</p> <p>The function of negotiating formal agreements and forging informal links with Australian and overseas universities, educational institutions and organisations, for the purpose of establishing collaborative programs, formal cooperation agreements and student exchange programs. Includes agreements with sponsoring bodies in other countries for scholarships to study at the University of Tasmania. Also includes activities associated with membership of international educational organisations and exchange of information of a general nature and the activities of "Universities Australia" not covered by more specific functions.</p> <p><i>See 02.00.00 ACADEMIC ADMINISTRATION for the recruitment, admission and enrolment of international students.</i></p> <p><i>See 06.00.00 COURSES & UNITS for English language programs delivered by the English Language Centre.</i></p> <p><i>See 06.20.00 COURSES & UNITS - STUDENT MOBILITY for arranging and managing student exchange (incoming and outgoing) and study abroad.</i></p> <p><i>See 24.00.00 STUDENT SUPPORT SERVICES for support services provided for international students.</i></p>	
01.01.00	<p>ADVICE (ACADEMIC & INTERNATIONAL RELATIONS)</p> <p>The activities associated with offering opinions by or to the University as to an action or judgement. Includes advice of a general nature from other Australian or international educational institutions. Also includes the process of advising.</p> <p><i>See 01.09.00 ENQUIRIES for requests for general information relating to Academic & International Relations.</i></p>	
01.01.01	<p>Records documenting the receipt and provision of formal advice relating to Academic & International Relations.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for legal advice.</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
01.02.00	<p>AGREEMENTS (ACADEMIC & INTERNATIONAL RELATIONS)</p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements. See 01.10.00 GRANT FUNDING for agreements relating to grants.</p> <p><i>See 01.12.00 JOINT VENTURES for agreements relating to joint ventures.</i></p> <p><i>See 06.02.00 COURSES & UNITS – AGREEMENTS for agreements with other educational institutions for the granting of joint awards.</i></p> <p><i>See 06.20.00 COURSES & UNITS - STUDENT MOBILITY for student exchange agreements relating to individual students.</i></p> <p><i>See 19.07.00 RESEARCH MANAGEMENT - COLLABORATIVE RESEARCH for agreements between organisations for the collaborative conduct of research projects.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i></p>	
01.02.01	<p>Records documenting the establishment, maintenance and review of agreements relating to Academic & International Relations including final versions of agreements.</p>	<p>TEMPORARY Destroy 10 years after expiry, completion or termination of agreement</p>

<p>01.03.00</p>	<p>AUDIT (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</p> <p><i>See 01.06.00 COMPLIANCE for complying with standards and requirements.</i> <i>See 23.02.00 STRATEGIC PLANNING – AUDIT for the University's participation in external quality assurance audits conducted by external university quality and standard agencies.</i></p>	
<p>01.03.01</p>	<p>External and internal audit reports relating to the Academic and international Relations function.</p> <p><i>See 12.06.01 for reports provided to the Audit and Risk Management Committee.</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later.</p>
<p>01.04.00</p>	<p>AUTHORISATION (ACADEMIC & INTERNATIONAL RELATIONS) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p>	
<p>01.04.01</p>	<p>Records documenting permissions and authorisations to undertake requested action relating to Academic & International relations.</p> <p><i>See 01.04.02 for delegations of authority (Academic & International Relations).</i></p>	<p>TEMPORARY Destroy 3 years after action completed</p>
<p>01.04.02</p>	<p>Records documenting delegations of authority relating to Academic & International Relations.</p> <p><i>See 12.05.01 for the delegations register.</i></p> <p><i>See 01.04.01 for permissions and authorisations (Academic & International relations).</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>
<p>01.05.00</p>	<p>BOARDS & COMMITTEES (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 01.14.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i> <i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i></p>	
<p>01.05.01</p>	<p>Records of internal committees relating to Academic & International Relations that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for Key University Committees & Boards (Governance)</i> <i>See 01.05.02 for external committees where the University has the administrative role (Academic & International Relations)</i> <i>See 01.05.03 for non-key external committees (Academic & International Relations)</i> <i>See 01.05.04 for committee administration (Academic & International Relations)</i> <i>See 01.14.01 for Meetings (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>01.05.02</p>	<p>Records of external committees relating to Academic & International Relations where the University has the administrative role Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for key University Committees & Boards (Governance)</i> <i>See 01.05.03 for non-key external committees (Academic & International Relations)</i> <i>See 01.05.01 for non-key internal committees (Academic & International Relations)</i> <i>See 01.05.04 for committee administration (Academic & International Relations)</i> <i>See 01.14.01 for meetings (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>01.05.03</p>	<p>Records of external committees relating to Academic & International Relations where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 01.05.02 for external committees where the University has the administrative role (Academic & International Relations)</i> <i>See 01.05.01 for non-key internal committees (Academic & International Relations)</i> <i>See 01.14.01 for meetings (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.05.04</p>	<p>Records documenting the conduct and administration of committees relating to Academic & International Relations.</p> <p><i>See 01.05.02 for external committees where the University has the administrative role (Academic & International Relations)</i> <i>See 01.05.01 for non-key internal committees (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>01.06.00</p>	<p>COMPLIANCE (ACADEMIC & INTERNATIONAL RELATIONS)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 01.03.00 AUDIT for the process of validating compliance against records.</i> <i>See 02.33.00 ACADEMIC ADMINISTRATION - STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
<p>01.06.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Academic & International Relations.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>01.07.00</p>	<p>CONFERENCES (ACADEMIC & INTERNATIONAL RELATIONS) The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc.</p> <p><i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences. DA2398 Issued 13 December 2013</i></p> <p><i>See 14.07.00 INDEPENDENT & COMMERCIAL SERVICES – CONFERENCES for conferences organised by the University for outside organisations using University facilities.</i></p>	
<p>01.07.01</p>	<p>Records documenting conferences relating to Academic & International Relations where the University acts as secretariat or convener including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • submissions • briefings <p><i>See 01.07.04 for conferences arranged by other organisations (Academic & International Relations)</i></p>	<p>PERMANENT</p>
<p>01.07.02</p>	<p>Records documenting administrative arrangements for conferences relating to Academic & International Relations arranged by the University including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire <p><i>See 01.07.01 for conferences where University is convener or secretariat (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.07.03</p>	<p>Records presented by the University to conferences relating to Academic & International Relations arranged by external organisations including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings <p><i>See 01.07.04 for conferences arranged by other organisations (Academic & International Relations)</i></p>	<p>PERMANENT</p>
<p>01.07.04</p>	<p>Records documenting conferences arranged by other organisations relating to Academic & International Relations including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • invitations <p><i>See 01.07.01 for conferences where University is convener or secretariat (Academic & International Relations)</i> <i>See 01.07.03 for records presented to conferences (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>

<p>01.08.00</p>	<p>CONTRACTING-OUT (ACADEMIC & INTERNATIONAL RELATIONS) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
<p>01.08.01</p>	<p>Records documenting the management of contracts relating to Academic & International Relations including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 01.08.02 for tender documents (Academic & International Relations)</i> <i>See 12.08.01 for University Contract Registers (Governance)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
<p>01.08.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 01.08.01 for signed contracts and contract management (Academic & International Relations)</i> <i>See 01.08.03 for unsuccessful tenders and tenders that do not proceed (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
<p>01.08.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 01.08.02 for tender documents (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>01.09.00</p>	<p>ENQUIRIES (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 01.01.00 ADVICE for advice provided to students, staff and the public.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT – RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>01.09.01</p>	<p>Records documenting enquiries requesting general information relating to Academic & International Relations.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>01.10.00</p>	<p>GRANT FUNDING (ACADEMIC & INTERNATIONAL RELATIONS) Records documenting the receipt of grant funds and the administration of grants relating to Academic & International Relations. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices etc.</i></p>	
<p>01.10.01</p>	<p>Records documenting the receipt of grant funds and the administration of grants relating to Academic & International Relations. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>01.11.00</p>	<p>GUIDELINES (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures. <i>See 01.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 01.17.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>01.11.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Academic & International Relations function. <i>See 01.17.02 for notices of new or changed policies, procedures, guidelines (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked</p>
<p>01.12.00</p>	<p>JOINT VENTURES (ACADEMIC & INTERNATIONAL RELATIONS) The activities involved in managing joint operations between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres, or with other organisations or the government, where there is significant joint contribution of funds and/or time and a contract.</p>	
<p>01.12.01</p>	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Academic & International Relations including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • agreements • contracts • Memoranda of Understanding (MOU) • Memoranda of Agreement (MOA) • Service Level Agreements (SLA) • progress reports • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract</p>

<p>01.13.00</p>	<p>LIAISON (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields and other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 01.01.00 ADVICE for formal advice.</i> <i>See 01.05.00 BOARDS & COMMITTEES or 01.14.00 MEETINGS for liaison through committees or meetings.</i> <i>See 01.12.00 JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
<p>01.13.01</p>	<p>Records documenting liaison activities relating to Academic & International Relations. Includes the exchange of information, collaboration on projects, and all the activities involving the University as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.14.00</p>	<p>MEETINGS (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc.</p> <p><i>See 01.05.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 01.07.00 CONFERENCES for meetings at conferences.</i></p>	
<p>01.14.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Academic & International Relations. See 12.06.01 for key University Committees & Boards (Governance)</p> <p><i>See 01.05.01 for internal committees that are not key University committees (Academic & International Relations)</i> <i>See 01.05.02 for external committees where the University has an administrative role (Academic & International Relations)</i> <i>See 01.05.03 for external committees where the University does not have an administrative role (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>01.15.00</p>	<p>PLANNING (ACADEMIC & INTERNATIONAL RELATIONS) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See Disposal Schedule for Common Administrative Functions (DA2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>01.15.01</p>	<p>Records documenting the development and revision of business plans relating to the Academic and International Relations function.</p> <p><i>See The Disposal Schedule for Common Administrative functions (DA2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p> <p><i>See 01.15.02 for final versions of business plans.</i></p>	<p>TEMPORARY Destroy 5 years after plan is superseded.</p>
<p>01.15.02</p>	<p>Final versions of business plans relating to the Academic and International Relations function.</p> <p><i>See 01.05.01 for business plans (Academic & International Relations).</i></p>	<p>TEMPORARY Destroy after superseded.</p>

<p>01.16.00</p>	<p>POLICY (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 01.06.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 01.11.00 GUIDELINES for developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy.</i> <i>See 01.17.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>01.16.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to Academic & International Relations.</p> <p><i>See 01.17.02 for notices of new or changed policies, procedures, guidelines (Academic & International Relations)</i></p>	<p>PERMANENT</p>
<p>01.17.00</p>	<p>PROCEDURES (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 01.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 01.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>01.17.01</p>	<p>Records documenting the development of and final versions of procedures, manuals and instructions relating to Academic & International Relations.</p> <p><i>See 01.17.02 for notices of new or changed policies, procedures, guidelines (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>01.17.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Academic & International Relations.</p> <p><i>See 01.17.01 for procedures and manuals (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>01.18.00</p>	<p>PUBLIC RESPONSE (ACADEMIC & INTERNATIONAL RELATIONS) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p>	
<p>01.18.01</p>	<p>Records documenting complaints relating to Academic & International Relations which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 01.18.02 for public complaints that do not create a precedent or result in changes to policies or procedures (Academic & International Relations)</i></p>	<p>PERMANENT</p>

01.18.02	<p>Records documenting complaints and suggestions relating to Academic & International Relations that do not set a precedent or result in a change to policies or procedures.</p> <p><i>See 01.18.01 for public complaints that create a precedent, or changes to policies or procedures change (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.18.03	<p>Records documenting expressions of appreciation or congratulations from the public to the University relating to Academic & International Relations.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.19.00	<p>QUALITY IMPROVEMENT (ACADEMIC & INTERNATIONAL RELATIONS) The process of improving and maintaining excellence across all University activities, services, processes and administration. See 01.15.00 PLANNING for formulating ways in which objectives can be achieved.</p> <p><i>See 01.21.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
01.19.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Academic & International Relations.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.20.00	<p>REPORTING (ACADEMIC & INTERNATIONAL RELATIONS) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p><i>See 01.05.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
01.20.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Academic & International Relations.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
01.20.02	<p>Statistical information collected by or for the University relating to significant Academic & International Relations activities.</p> <p><i>See 01.20.03 for non-significant statistics (Academic & International Relations)</i></p>	<p>PERMANENT</p>
01.20.03	<p>Statistical information collected by or for the University relating to non-significant Academic & International Relations activities.</p> <p><i>See 01.20.02 for statistics relating to significant activities (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.20.04	<p>Records documenting responses to questionnaires and surveys relating to Academic & International Relations</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>01.21.00</p>	<p>RISK MANAGEMENT (ACADEMIC & INTERNATIONAL RELATIONS) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 01.03.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i></p> <p><i>See 01.19.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>01.21.01</p>	<p>Records documenting the identification of risks relating to the Academic & International Relations function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register. See 01.21.02 for strategies to reduce the risk of fraud (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>01.21.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 01.21.01 for risk management (Academic & International Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>01.22.00</p>	<p>STANDARDS (ACADEMIC & INTERNATIONAL RELATIONS) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 01.06.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 01.11.00 GUIDELINES for guidance on the implementation of policy and/or procedures. See 01.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 01.17.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See 23.02.00 STRATEGIC PLANNING – AUDIT for the University's participation in the development of national audit protocols and standards for tertiary education providers.</i></p>	
<p>01.22.01</p>	<p>Records documenting the implementation of standards relating to Academic & International Relations.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>01.23.00</p>	<p>VISITS (ACADEMIC & INTERNATIONAL RELATIONS) The activities involved in arranging visits from other educational organisations and overseas officials to the University, with a view to inform, educate or promote the services, operation and role of the University.</p> <p><i>See 02.27.00 ACADEMIC ADMINISTRATION – RECRUITMENT for visits and tours by prospective students, school and community groups.</i></p>	
<p>01.23.01</p>	<p>Records documenting administrative arrangements for visits by overseas officials and visits by University representatives relating to Academic & International Relations.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>02.00.00</p>	<p>ACADEMIC ADMINISTRATION</p> <p>The function of managing the recruitment, admission, enrolment, progress, examination and results and certification of undergraduate, postgraduate, vocational education students, and higher degree by research candidates (both domestic and international) of the University. Includes: student advice; student academic misconduct and discipline; fees and charges; student grievances; and exchange programs. Also includes policies and procedures for academic administration.</p> <p><i>See 02.02.00 ACADEMIC ADMINISTRATION - ADMISSION for applying for and accepting entry to a course of study offered by the University.</i></p> <p><i>See 02.12.00 ACADEMIC ADMINISTRATION - ENROLMENT for student's enrolment in course units following an offer for entry made by the University.</i></p> <p><i>See 02.27.00 ACADEMIC ADMINISTRATION – RECRUITMENT for the recruitment of students.</i></p> <p><i>See 03.07.00 CEREMONICAL EVENTS – GRADUATION for the formal processes through which students that have successfully completed their course requirements are admitted to degrees and awarded diplomas.</i></p> <p><i>See 06.00.00 COURSES & UNITS for all matters relating to provision of courses including unit delivery and assessment.</i></p> <p><i>See 06.20.00 COURSES & UNITS – STUDENT MOBILITY for arranging and managing student exchange (incoming and outgoing) and study abroad.</i></p> <p><i>See 24.00.00 STUDENT SUPPORT SERVICES for the provision of support services to students of the University.</i></p>	
<p>02.01.00</p>	<p>ACADEMIC PROGRESS (ACADEMIC ADMINISTRATION)</p> <p>The process undertaken by faculties at the end of each semester to identify those students that may be at risk in their academic progression. Includes consideration of the record of any student who has not passed more than 50% of their enrolment, any student who has failed a unit for a second time, and any student who is already on probation in accordance with the relevant University governing rule. Also includes annual review of progress for research by higher degree candidates.</p> <p><i>See 06.03.00 COURSES & UNITS - ASSESSMENT for the verification of students' progression towards course completion and awarding of degrees and diplomas.</i></p>	
<p>02.01.01</p>	<p>Records relating to the academic progress of individual students including exclusions, academic standing, probation review monitoring, warnings regarding failure or potential failure to meet academic requirements and withdrawal without academic penalty. Records include:</p> <ul style="list-style-type: none"> • outcome of assessments • letters issued to students • appeal documents • supporting documents <p><i>See 02.16.02 for student complaints relating to academic and administrative process matters (Academic Administration)</i></p>	<p>TEMPORARY Destroy 10 years after end of the relevant academic year.</p>

<p>02.02.00</p>	<p>(ACADEMIC ADMINISTRATION) The activities associated with applying for entry into a course of study offered by the University.</p> <p><i>See 02.12.00 ENROLMENT for enrolment in course units following an offer of a place to study made by the University.</i> <i>See 02.33.00 STUDENT COMPLIANCE for visa conditions and obligations for international students.</i> <i>See 03.07.00 CEREMONIAL EVENTS – GRADUATION for admissions to a degree or diploma of the University.</i> <i>See 06.08.00 COURSES & UNITS – COURSE DEVELOPMENT for the development of entry requirements that need to be met before enrolling in a course or unit.</i></p>	
<p>02.02.01</p>	<p>Records relating to applications for admission including supporting documentation and statements. These may include acceptance of offers, deferrals, rejected offers and associated correspondence.</p> <p><i>See 02.27.01 for recruitment of prospective students (Academic Administration)</i> <i>See 02.12.04 for enrolment into course units (Academic Administration)</i> <i>See 06.20.01 for student exchanges (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after end of relevant academic year.</p>
<p>02.02.02</p>	<p>Records documenting notifications of matriculation and year 12 result changes received by the Tertiary Administration Centre.</p>	<p>TEMPORARY Destroy after change has been made on the system</p>
<p>02.03.00</p>	<p>ADVICE (ACADEMIC ADMINISTRATION) The activities associated with offering opinions by or to the University as to an action or judgement. Includes advice provided to students on course related matters. Includes the process of advising.</p> <p><i>See 02.11.00 ENQUIRIES for enquiries received from prospective students.</i> <i>See 24.07.00 STUDENT SUPPORT SERVICES – COUNSELLING for advice given to individual students on non-course related matters.</i> <i>See 24.16.00 STUDENT SUPPORT SERVICES – LEARNING SUPPORT for learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i></p>	
<p>02.03.01</p>	<p>Records documenting the receipt and provision of advice relating to Academic Administration including advice provided to individual students.</p> <p><i>See 02.11.02 for requests for information from prospective students, the public and external organisations. (Academic Administration).</i></p>	<p>TEMPORARY Destroy 7 years after action completed provided the student has reached the age of 25 years.</p>
<p>02.04.00</p>	<p>AGREEMENTS (ACADEMIC ADMINISTRATION) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 06.20.00 COURSES & UNITS - STUDENT MOBILITY for student exchange agreements relating to individual students.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i></p>	
<p>02.04.01</p>	<p>Records documenting the establishment, maintenance and review of agreements including final versions of agreements relating to Academic Administration.</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement.</p>

<p>02.05.00</p>	<p>BOARDS & COMMITTEES (ACADEMIC ADMINISTRATION) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 02.20.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>02.05.01</p>	<p>Records of internal committees relating to Academic Administration that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for key University Committees & Boards (Governance)</i> <i>See 02.05.02 for external committees administered by the University administrative role (Academic Administration)</i> <i>See 02.05.03 for external committees not administered by the University (Academic Administration)</i> <i>See 02.05.04 for committee administration (Academic Administration)</i> <i>See 02.20.01 for meetings (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.05.02</p>	<p>Records of external committees relating to Academic Administration where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 02.05.03 for external committees not administered by the University (Academic Administration)</i> <i>See 02.05.01 for internal committees that are not key University Committees (Academic Administration)</i> <i>See 02.05.04 for committee administration (Academic Administration)</i> <i>See 02.20.01 for meetings (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.05.03</p>	<p>Records of external committees relating to Academic Administration where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • copies of agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 02.05.02 for external committees administered by the University administrative role (Academic Administration)</i> <i>See 02.20.01 for meetings (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.05.04</p>	<p>Records documenting the conduct and administration of committees relating to Academic Administration.</p> <p><i>See 02.05.01 for internal committees that are not key University Committees (Academic Administration)</i> <i>See 02.05.02 for external committees administered by the University administrative role (Academic Administration)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>

<p>02.06.00</p>	<p>CERTIFICATION (ACADEMIC ADMINISTRATION) The process of preparing certificates (testamurs) for students who have completed their studies and had their status formally recognised by the University. Includes the preparation and distribution of transcripts of a student's academic record, giving complete details of studies at the University, including the programs completed and the awards made. Also includes the issue of vocational education statements of attainment and qualifications. <i>See 03.07.00 CEREMONIAL EVENTS - GRADUATION for the presentation of Testamurs to graduates and diplomates. See 02.15.00 FUNCTIONS for the presentation of certificates for non-award courses. See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION - PRODUCTION for the design and printing of testamurs.</i></p>	
<p>02.06.01</p>	<p>Original certificates (testamurs) held by the University that have not been collected by graduates.</p>	<p>PERMANENT</p>
<p>02.06.02</p>	<p>Records documenting requests for the issue of replacement certificates (testamurs) including completed request forms and statutory declarations. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions relating to payments. See 02.34.01 for student records contained in the student information system (Academic Administration) See 03.07.01 for master records of university graduands (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.06.03</p>	<p>Records documenting requests for the issue of academic transcripts and completion letters issued by the University. Includes order forms. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions relating to payments. See 02.06.02 for replacement certificates (testamurs) and statutory declarations (Academic Administration) See 02.34.01 for student records contained in the student information system (Academic Administration) See 03.07.01 for master records of university graduands (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 6 months after action completed</p>
<p>02.07.00</p>	<p>COMPLIANCE (ACADEMIC ADMINISTRATION) The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws. <i>See 02.33.00 STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
<p>02.07.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to the Academic Administration function.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

02.08.00	<p>CONTRACTING-OUT (ACADEMIC ADMINISTRATION)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
02.08.01	<p>Records documenting the management of contracts relating to Academic Administration including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p>See 12.08.01 for University Contract Registers (Governance) See 02.08.02 for tender documents (Academic Administration)</p>	<p>TEMPORARY Destroy 7 years after expiry of contract</p>
02.08.02	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p>See 02.08.01 for signed contracts and contract management (Academic Administration) See 02.08.03 for unsuccessful tenders and offers, and tenders that do not proceed (Academic Administration)</p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
02.08.03	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><u>See 02.08.02 for tender documents (Academic Administration)</u></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.09.00	<p>CUSTOMER SERVICE (ACADEMIC ADMINISTRATION)</p> <p>The activities associated with the planning, provision, monitoring and evaluation of services provided to internal and external customers. Includes surveys to monitor performance.</p> <p>For customer services provided to students relating to academic matters use ACADEMIC ADMINISTRATION - CUSTOMER SERVICE.</p>	
02.09.01	<p>Records documenting the development of customer service charters relating to the provision of services to students and the public including master copies of customer service charters.</p> <p><u>See 02.09.02 for customer services (Academic Administration)</u></p>	<p>TEMPORARY Destroy 2 years after superseded</p>
02.09.02	<p>Records documenting the planning, monitoring and evaluation of customer services provided to students and the public.</p> <p><u>See 02.09.01 for customer service charters and guidelines (Academic Administration)</u></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>02.10.00</p>	<p>DISCIPLINE (ACADEMIC ADMINISTRATION) The activities and actions associated with the disciplinary process of making staff and students obey rules or standards of behaviour. Includes investigation, charges, formal inquiries, committees formed to review misconduct, punishment and appeals.</p> <p>For student discipline including discipline relating to academic misconduct use ACADEMIC ADMINISTRATION - DISCIPLINE</p> <p><i>See 24.08.00 STUDENT SUPPORT SERVICES - DISCIPLINE for student discipline including appeals relating to general misconduct (as described under University Ordinance 9).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - DISCIPLINE for staff discipline.</i></p>	
<p>02.10.01</p>	<p>Records relating to allegations of academic misconduct including:</p> <ul style="list-style-type: none"> • notes documenting misconduct • notes documenting verbal explanation of student • evidence supporting allegations which may include: plagiarism software reports, source material, textbooks, unauthorised material etc. • action /outcome/follow up of such allegations • statements and responses made by student and School/Centre/Institute • appeals <p><i>See 24.08.01 for allegations of general misconduct (Student Support Services)</i></p>	<p>TEMPORARY Destroy 10 years after end of the relevant</p>
<p>02.11.00</p>	<p>ENQUIRIES (ACADEMIC ADMINISTRATION) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 02.03.00 ADVICE for advice provided to students on course related matters.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>02.11.01</p>	<p>Records documenting enquiries received from prospective students including liaison with prospective students. Also includes details entered into the Enquiries and Customer Relationship System. These may include:</p> <ul style="list-style-type: none"> • personal details • contact details • summary of enquiry and information provided <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i> <i>See 02.11.02 for enquires requesting general information (Academic Administration)</i> <i>See 02.18.01 for liaison (Academic Administration)</i></p>	<p>TEMPORARY Destroy 10 years after action completed</p>
<p>02.11.02</p>	<p>Records documenting enquiries requesting general information relating to Academic Administration. See 02.03.01 for advice provided to students on course related matters (Academic Administration)</p> <p><i>See 02.11.01 for enquiries from prospective students (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>02.12.00</p>	<p>ENROLMENT (ACADEMIC ADMINISTRATION) The activities associated with enrolment in course units following an offer of a place to study made by the University. Includes re-enrolment, transfer of students, suspension of enrolment, enrolment records and statistics.</p> <p><i>See 02.02.00 ADMISSION for applying for entry into a course of study offered by the University.</i> <i>See 02.01.00 ACADEMIC PROGRESS for academic progress of individual students including exclusions.</i> <i>See 06.08.00 COURSES & UNITS - COURSE DEVELOPMENT for the development of entry requirements that need to be met before enrolling in a course or unit.</i></p>	
<p>02.12.01</p>	<p>Records documenting the enrolment of individual students maintained in the Student Information System including letters of offer. See 02.12.04 for the administrative process of enrolment (Academic Administration)</p>	<p>TEMPORARY Destroy 10 years after the end of the relevant enrolment period.</p>
<p>02.12.02</p>	<p>Records documenting credit granted to a student in a course including applications for advanced standing and recognition of prior learning.</p>	<p>TEMPORARY Destroy 10 years after the end of the relevant enrolment period</p>
<p>02.12.03</p>	<p>University copies of requests for Commonwealth assistance and fee assistance forms. These may include:</p> <ul style="list-style-type: none"> • CAF forms • FEE-HELP assistance forms <p><i>See 02.12.04 for the administrative process of enrolment (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after course completion</p>
<p>02.12.04</p>	<p>Records relating to the administrative process of enrolment of students into course units. These may include:</p> <ul style="list-style-type: none"> • enrolment forms • re-enrolment forms • enrolment verification/confirmation • withdrawal • changes to enrolment • leave of absence <p><i>See 02.12.01 for the enrolment of individual students (Academic Administration)</i> <i>See 02.02.01 for admission applications (Academic Administration)</i> <i>See 02.12.03 for CAF and FEE-HELP forms (Academic Administration)</i> <i>See 02.34.01 for student records contained in the student information system (Academic Administration)</i> <i>See 06.20.01 for student exchanges (Courses & Units)</i></p>	<p>TEMPORARY Destroy 15 months after the end of the relevant enrolment period provided the information has been entered into the student information system</p>

<p>02.13.00</p>	<p>EXAMINATIONS & RESULTS (ACADEMIC ADMINISTRATION) The activities associated with managing University examinations and results including deferred, supplementary and take-home examinations. Includes arrangements for examinations including timetables, venues, rules, supervisors and release of results including release dates, access to results and distribution. Also includes the conduct of examinations for students of Australian and overseas tertiary institutions, professional accreditation bodies and training colleges.</p> <p><i>See 06.03.00 COURSES & UNITS - ASSESSMENT for the assessment of student learning including examinations and internal assessment (assignments, essays, projects etc.)</i> <i>See 20.02.00 RESEARCH TRAINING - ASSESSMENT for the assessment of thesis or other significant work for research higher degree candidates (Masters and PhD).</i></p>	
<p>02.13.01</p>	<p>Final results (known as examination results) for individual students including result changes made following the Assessors meeting. Includes Examination Schedules (used in assessors meeting to notify changes of results) and review of assessment request forms.</p> <p><i>See the General Disposal Schedule for Training and Assessment Records of Government Registered Training Organisations (DA 2135) for assessment records and results relating to vocational education.</i> <i>See 20.02.01 for assessment of research higher degree candidates (Research Training)</i> <i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i> <i>See 06.20.01 for student exchanges (Courses & Units)</i></p>	<p>PERMANENT</p>
<p>02.13.02</p>	<p>Master copies of examination question papers.</p> <p><i>See 02.13.07 for examination scripts (Academic Administration)</i></p>	<p>PERMANENT</p>
<p>02.13.03</p>	<p>Collection sheets signed by the school representatives for examination papers collected/received from the examinations office.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.13.04</p>	<p>Applications for deferred examinations including approvals and rejections.</p>	<p>TEMPORARY Destroy 5 years after the relevant examination period</p>
<p>02.13.05</p>	<p>Records relating to special arrangements for individual students during examinations (for example to assist with a disability or language need), and/or special arrangements for distance education, and remote sites.</p>	<p>TEMPORARY Destroy 1 year after expiry of the arrangement</p>
<p>02.13.06</p>	<p>Special consideration requests and outcomes.</p>	<p>TEMPORARY Destroy 1 year after relevant examination period</p>
<p>02.13.07</p>	<p>Examination scripts (examination papers completed by students).</p> <p><i>See 02.13.02 for master copies of examination question papers (Academic Administration)</i> <i>See 06.03.02 for student assessment items including assignments, essays, projects, theses etc (Courses & Units)</i></p>	<p>TEMPORARY Destroy 1 year after the relevant examination period</p>
<p>02.13.08</p>	<p>Examination attendance rolls.</p>	<p>TEMPORARY Destroy 2 years after the relevant examination period</p>
<p>02.13.09</p>	<p>Records relating to administrative arrangements for examination. Includes supervision / invigilation arrangements and timetables.</p>	<p>TEMPORARY Destroy 1 year after action completed</p>

<p>02.14.00</p>	<p>FEE SETTING (ACADEMIC ADMINISTRATION) The process of setting fees and charges including approval processes.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for the payment of fees and charges.</i></p>	
<p>02.14.01</p>	<p>Records relating to the setting of fees and charges including schedule of fees. Includes advice from the Commonwealth on the HECS rates and the full fee paying rates and International fee rates approved by the University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records relating to the payment of fees and charges.</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.15.00</p>	<p>FUNCTIONS (ACADEMIC ADMINISTRATION) The process of organising and functions arranged to present certificates for non-award courses. Also includes arrangements for the use of venues.</p> <p><i>See 03.03.03 CEREMONIAL EVENTS - CEREMONIES for formal ceremonial occasions other than graduation. See 03.07.00 CEREMONIAL EVENTS - GRADUATION for graduation ceremonies.</i></p>	
<p>02.15.01</p>	<p>Records documenting administrative arrangements for functions including functions arranged to present certificates for non-award courses. Includes:</p> <ul style="list-style-type: none"> • room / venue bookings • invitations • guest lists • catering arrangements 	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.16.00</p>	<p>GRIEVANCES (ACADEMIC ADMINISTRATION) The activities associated with the handling and resolution of student grievances. Includes student grievances (including higher degree by research candidates) relating to academic or administrative process matters.</p> <p><i>See 24.13.00 STUDENT SUPPORT SERVICES - GRIEVANCES for student grievances not relating to academic or administrative process matters. See 24.13.00 STUDENT SUPPORT SERVICES - GRIEVANCES for general misconduct matters raised by staff. See 02.25.00 PUBLIC RESPONSE for complaints from the public. See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – GRIEVANCES for staff grievances.</i></p>	
<p>02.16.01</p>	<p>Register of student complaints.</p> <p><i>See 02.16.02 for student complaints relating to academic and administrative process matters (Academic Administration) See 24.13.01 for student complaints not relating to academic or administrative process matters (Student Support Services)</i></p>	<p>PERMANENT</p>
<p>02.16.02</p>	<p>Records documenting student related complaints relating to academic and administrative process matters including:</p> <ul style="list-style-type: none"> • notes documenting verbal complaints • notes documenting verbal explanation of respondents • evidence of the complaints • action/outcome of such complaints • statements and responses made by both the complainant and respondent • appeals <p><i>See 02.01.01 for academic progress relating to individual students (Academic Administration) See 02.16.01 for the register of student complaints (Academic Administration) See 24.13.01 for student complaints relating to non-academic matters or not administrative process (Student Support Services) See 21.14.01 for residential student complaints (Residential Student Services)</i></p>	<p>TEMPORARY Destroy 10 years after action completed</p>

<p>02.17.00</p>	<p>(ACADEMIC ADMINISTRATION) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 02.22.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 02.24.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>02.17.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Academic Administration function.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked</p>
<p>02.18.00</p>	<p>LIAISON (ACADEMIC ADMINISTRATION) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 02.03.00 ADVICE for formal advice.</i> <i>See 02.05.00 BOARDS & COMMITTEES or 02.20.00 MEETINGS for liaison through committees or meetings.</i></p>	
<p>02.18.01</p>	<p>Records documenting liaison activities relating to Academic Administration including the exchange of information, collaboration on projects, and all the activities involving the University as a member of an organisation.</p> <p><i>See 02.11.01 for enquiries from prospective students (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.19.00</p>	<p>MARKETING (ACADEMIC ADMINISTRATION) The process of promoting and marketing courses and units offered by the University of Tasmania to prospective students. Includes market research, advertising and marketing campaigns.</p> <p><i>See the disposal Schedule for Common Administrative Functions (DA2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>02.19.01</p>	<p>Records documenting the marketing and promotion of courses and units to prospective students including marketing campaigns and the dissemination of promotional material. Includes the promotion of open days and the University's participation in social media sites for the purpose of marketing to prospective students.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for records relating to the production of publications.</i> <i>See 02.19.02 for promotional merchandise (Academic Administration)</i> <i>See 02.27.01 for the recruitment of prospective students (Academic Administration)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>02.19.02</p>	<p>Records relating to the acquisition and dissemination of promotional merchandise.</p> <p><i>See 02.19.01 for marketing courses and units to prospective students (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>02.20.00</p>	<p>MEETINGS (ACADEMIC ADMINISTRATION) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc. <i>See 02.05.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i></p>	
<p>02.20.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to the Academic Administration function. <i>See 12.06.01 for key University Committees & Boards (Governance)</i> <i>See 02.05.01 for internal committees that are not key University Committees (Academic Administration)</i> <i>See 02.05.02 for external committees administered by the University (Academic Administration)</i> <i>See 02.05.03 for external committees not administered by the University (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.21.00</p>	<p>PLANNING (ACADEMIC ADMINISTRATION) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 06.08.00 COURSES & UNITS - COURSE DEVELOPMENT for planning and developing course proposals.</i></p>	
<p>02.21.01</p>	<p>Records documenting the development and revision of business and operational plans relating to the Academic Administration function including final versions of plans. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>02.22.00</p>	<p>POLICY (ACADEMIC ADMINISTRATION) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University. <i>See 02.07.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 02.17.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 02.24.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>02.22.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to Academic Administration. <i>See 02.24.02 for notices of new or changed policies, procedures and guidelines (Academic Administration)</i></p>	<p>PERMANENT</p>

<p>02.23.00</p>	<p>PRIZES, AWARDS & SCHOLARSHIPS (ACADEMIC ADMINISTRATION)</p> <p>The activities associated with the establishment of the rule and conditions for the provision of internal and external prizes, awards, scholarships and bursaries. Includes prizes awarded to students for outstanding achievement including the University Medal.</p> <p><i>See 02.15.00 FUNCTIONS for presentation of prizes, awards and scholarships.</i> <i>See 08.09.00 EMPLOYMENT & WORKPLACE RELATIONS - PRIZES AWARDS & SCHOLARSHIPS for nominating employees for honours, prizes and awards.</i> <i>See 03.07.00 CEREMONIAL EVENTS - GRADUATION for presentation of the University Medal.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions relating to payment of prizes, awards, scholarships and bursaries.</i></p>	
<p>02.23.01</p>	<p>Records relating to the establishment of prizes, awards, scholarships and bursaries for outstanding student achievement including the development of rules, conditions and selection criteria and the design and manufacture of medals.</p> <p><i>See 02.23.02 for recipients of the University Medal and prizes for outstanding student achievement (Academic Administration)</i> <i>See 02.23.03 for nominations and applications for prizes, awards, scholarships and bursaries (Academic Administration)</i></p>	<p>PERMANENT</p>
<p>02.23.02</p>	<p>Records providing details of recipients of the University Medal and prizes for outstanding student achievement.</p> <p><i>See 02.23.01 for the establishment of prizes, awards and scholarships and bursaries (Academic Administration)</i> <i>See 02.23.03 for nominations and applications for prizes, awards, scholarships and bursaries (Academic Administration)</i></p>	<p>PERMANENT</p>
<p>02.23.03</p>	<p>Records relating to nominations or applications for internal and external prizes, awards, scholarships and bursaries including the University Medal. Includes determination of recipients, notifications to recipients, extensions and associated correspondence.</p> <p><i>See 02.23.01 for the establishment of prizes, awards and scholarships and bursaries (Academic Administration)</i> <i>See 02.23.02 for recipients of the University Medal and prizes for outstanding student achievement (Academic Administration)</i> <i>See 02.34.01 for student records contained in the student information system (Academic Administration)</i> <i>See 03.03.02 for presentation ceremonies prizes, awards & scholarships (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>02.23.04</p>	<p>Unsuccessful applications for internal and external prizes, awards, scholarships and bursaries. See 02.34.01 for student records contained in the student information system (Academic Administration)</p>	<p>TEMPORARY Destroy 2 years after action completed provided any appeal period has elapsed</p>

<p>02.24.00</p>	<p>PROCEDURES (ACADEMIC ADMINISTRATION) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 02.17.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 02.22.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>02.24.01</p>	<p>Records documenting the development of and final versions of procedures, manuals and instructions relating to the Academic Administration function.</p> <p><i>See 02.24.02 for notices of new or changed policies, procedures, guidelines (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>02.24.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to the Academic Administration function.</p> <p><i>See 02.22.01 for policy (Academic Administration)</i> <i>See 02.24.01 for procedures (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.25.00</p>	<p>PUBLIC RESPONSE (ACADEMIC ADMINISTRATION) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, suggestions, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p> <p><i>See 02.16.00 GRIEVANCES for the handling and resolution of staff and student complaints/grievances.</i></p>	
<p>02.25.01</p>	<p>Records documenting complaints and suggestions relating to the Academic Administration function which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 02.25.02 for public complaints that do not create a precedent or do not result in changes to policy or procedures (Academic Administration)</i> <i>See 06.15.01 for public complaints that create a precedent or result in changes to policy or procedures (Courses & Units)</i></p>	<p>PERMANENT</p>
<p>02.25.02</p>	<p>Records documenting complaints and suggestions relating to the Academic Administration function that do not proceed or do not create a precedent or result in changes to policy or procedures.</p> <p><i>See 02.25.01 for public complaints that create a precedent or result in changes to policy or procedures (Academic Administration)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>02.25.03</p>	<p>Records documenting suggestions and expressions of appreciation or congratulations relating to Academic Administration.</p> <p><i>See 06.15.03 for suggestions, appreciations and congratulations (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>02.26.00</p>	<p>(ACADEMIC ADMINISTRATION) The process of improving and maintaining excellence across all University activities, services and processes in Academic Administration.</p> <p><i>See 02.21.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See 02.30.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>02.26.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Academic Administration.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.27.00</p>	<p>RECRUITMENT (ACADEMIC ADMINISTRATION) The process of recruiting which includes the recruitment of prospective students locally, nationally and internationally to study at the University.</p> <p><i>See 02.19.00 MARKETING for recruitment campaigns.</i></p>	
<p>02.27.01</p>	<p>Records relating to the recruitment of prospective students including schools programs and visits to Tasmanian schools, presentations to community groups, tours of University facilities by schools and community groups, participation in career exhibitions and events. Includes information entered into the recruitment calendar and yearly activity reports presented to senior management.</p> <p><i>See 02.02.01 for admission applications (Academic Administration)</i> <i>See 02.19.01 for marketing to prospective students (Academic Administration)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>02.28.00</p>	<p>REPORTING (ACADEMIC ADMINISTRATION) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 02.05.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
<p>02.28.01</p>	<p>Final versions of formal internal and external reports prepared by or for the University relating to the Academic Administration function.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>02.28.02</p>	<p>Statistical information collected by or for the University relating to significant Academic Administration activities.</p> <p><i>See 02.28.03 for statistics relating to non-significant activities (Academic Administration).</i></p>	<p>PERMANENT</p>
<p>02.28.03</p>	<p>Statistical information collected by or for the University relating to <u>non-significant</u> Academic activities.</p> <p><i>See 02.28.02 for statistics relating to significant activities (Academic Administration).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>02.28.04</p>	<p>Records documenting responses to questionnaires and surveys relating to the Academic Administration function.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>02.29.00</p>	<p>REPRESENTATIVES (ACADEMIC ADMINISTRATION) The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the University or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups. <i>See 02.05.00 BOARDS & COMMITTEES for appointments to committees.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for legal representation provided to the University by internal and external sources.</i></p>	
<p>02.29.01</p>	<p>Records documenting the nomination, appointment, resignation or termination of appointment of University representatives relating to the Academic Administration function.</p>	<p>TEMPORARY Destroy 2 years after termination of appointment.</p>
<p>02.30.00</p>	<p>RISK MANAGEMENT (ACADEMIC ADMINISTRATION) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices. <i>See 02.26.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See 02.31.00 SECURITY for measures taken to protect the security of academic transcripts, student results and testamurs.</i></p>	
<p>02.30.01</p>	<p>Records documenting the identification of risks relating to the Academic Administration function. Includes risk registers and mitigation strategies. <i>See 23.09.01 for the corporate risk register.</i> <i>See 02.30.02 for strategies to reduce the risk of fraud (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.30.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies. <i>See 02.30.01 for risk management (Academic Administration)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.31.00</p>	<p>SECURITY (ACADEMIC ADMINISTRATION) The activities associated with measures taken to protect academic transcripts, student results and testamurs from accidental or intentional damage or from unauthorised access. <i>See 24.28.00 STUDENT SUPPORT SERVICES – SECURITY for the personal safety of students.</i> <i>See 21.30.00 RESIDENTIAL STUDENT SERVICES – SECURITY for security arrangements relating to residential accommodation.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – SECURITY for security relating to University properties.</i></p>	
<p>02.31.01</p>	<p>Records documenting major security incidents relating to the security of academic transcripts, student results and testamurs including referral to a law enforcement agency. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for security relating to University properties.</i> <i>See 02.31.02 for security incidents that are not referred to law enforcement (Academic Administration)</i> <i>See 24.28.01 for major student security incidents - students that are referred to law enforcement (Student Support Services)</i> <i>See 24.28.04 for the student security incident register (Student Support Services)</i></p>	<p>PERMANENT</p>

02.31.02	<p>Records documenting security incidents relating to the security of academic transcripts, student results and testamurs that are not referred to a law enforcement agency.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for security relating to University properties.</i> <i>See 02.31.01 for major security incidents relating to academic matters that are referred to law enforcement (Academic Administration)</i> <i>See 24.28.01 for major student security incidents that are referred to law enforcement (Student Support Services)</i> <i>See 24.28.04 for students security incident register (Student Support Services)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.31.03	<p>Records documenting the management of security arrangements relating to the Academic Administration function including academic transcripts, student details and examinations.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for security relating to University properties.</i> <i>See 24.28.04 for the student security incident register (Student Support Services)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.32.00	<p>STANDARDS (ACADEMIC ADMINISTRATION)</p> <p>The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 02.07.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 02.17.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 02.22.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 02.24.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for guidelines on the consistency in written style, graphic design etc within the University's documents.</i></p>	
02.32.01	<p>Records documenting the implementation of industry and government standards relating to Academic Administration.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.33.00	<p>STUDENT COMPLIANCE (ACADEMIC ADMINISTRATION)</p> <p>The activities associated with monitoring international students' compliance with visa conditions and obligations. Includes negotiation with the Department of Immigration relating to individual student visas.</p> <p><i>See 02.02.00 ADMISSION for applying for entry into a course of study offered by the University.</i> <i>See 02.07.00 COMPLIANCE for student compliance with University Legislation including Ordinances, Rules and By-laws.</i> <i>See 24.07.00 STUDENT SUPPORT SERVICES - COUNSELLING for advice given to students by student advisors in relation to visa requirements.</i> <i>See 02.12.00 ENROLMENT for enrolment in course units following an offer of a place to study made by the University.</i></p>	
02.33.01	<p>Records relating to evidence of how individual international students meet course participation conditions.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

02.34.00	STUDENT DATA (ACADEMIC ADMINISTRATION) The activities associated with managing and maintaining student data held in the student information system including enrolments, admissions, examinations and other information related to the progress of students throughout their academic studies.	
02.34.01	Student records contained in the student information system including enrolments, admissions, examinations, and other information related to the progress of students throughout their academic studies. Includes: <ul style="list-style-type: none"> • personal details • enrolment details • academic progress • examination results • prizes, awards, scholarships and bursaries See 02.34.02 for data maintenance and use (Academic Administration)	PERMANENT
02.34.02	Records documenting the maintenance and use of data held in systems including data migration strategies and the application of processes to protect data from loss or corruption. <u>See 02.34.01 for student records contained in the student information system (Academic Administration)</u> <u>See 02.31.03 for security arrangements for academic transcripts, student details and examinations (Academic Administration)</u>	TEMPORARY Destroy 2 years after action completed
02.34.03	Student Files held by Faculties/Schools containing records described elsewhere in this or other general disposal schedules. These records include duplicate copies of primary records held by the relevant University business unit. <u>See 02.33.01 for International students compliance (Academic Administration)</u> <u>See 02.01.01 for academic progress of individual students (Academic Administration)</u> <u>See 02.10.01 for academic misconduct (Academic Administration)</u> <u>See 02.12.01 for enrolment individual students (Academic Administration)</u> <u>See 02.13.01 for final results (examination results) including result changes (Academic Administration)</u> <u>See 02.13.04 for applications for deferred examinations (Academic Administration)</u> <u>See 02.13.05 for special arrangements for individual students during examinations (Academic Administration)</u> <u>See 02.13.06 for special consideration requests for Examinations (Academic Administration)</u> <u>See 02.16.02 for student complaints relating to academic and administrative process matters (Academic Administration)</u> <u>See 02.23.03 for nominations and applications for prizes, awards, scholarships and bursaries (Academic Administration)</u> <u>See 02.23.04 for unsuccessful applications for prizes, awards, scholarships and bursaries (Academic Administration)</u> <u>See 06.03.01 for assessment results including review and moderation (Courses & Units)</u> <u>See 06.20.01 for student exchanges (Courses & Units)</u> <u>See 06.21.04 for students practicum records (Courses & Units)</u> <u>See 24.07.01 for student personal counselling and disability services (Student Support Services)</u> <u>See 24.07.02 for student career counselling (Student Support Services)</u> <u>See 24.08.02 for general Misconduct Investigations (Student Support Services)</u> <u>See 24.12.01 for financial assistance provided to students (Student Support Services)</u> <u>See 24.13.01 for student complaints relating to non-academic matters or not administrative process (Student Support Services)</u> <u>See 24.16.01 for learning support programs (Student Support Services)</u> <u>See 24.30.01 for travel arrangements assistance for students (Student Support Services)</u> <u>See 02.34.01 for student records contained in the student information system (Academic Administration)</u>	Sentence in accordance with relevant disposal classes in this or other general disposal schedules

<p>03.00.00</p>	<p>CEREMONIAL EVENTS</p> <p>The function of managing and arranging formal ceremonies conducted by the University for a special occasion including: graduation ceremonies; town and gown processions; official openings; remembrance ceremonies; special convocations; and formal ceremonies for significant University anniversaries. Includes protocol, marketing, addresses given at ceremonies and administrative arrangements.</p> <p>See 02.15.00 ACADEMIC ADMINISTRATION - FUNCTIONS for functions arranged to present certificates for non-award courses.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - CELEBRATIONS for less formal festivities to promote the achievements and impact of the University in the community and for official representation at community functions.</p> <p>See 24.04.00 STUDENT SUPPORT SERVICES – CELEBRATIONS for less formal festivities involving students.</p> <p>See 07.11.00 CULTURAL PRESERVATION - FUNCTIONS for official or formal social functions organised to promote cultural and historical holdings.</p> <p>See 17.09.00 PROPERTY MANAGEMENT - FUNCTIONS for official or formal social occasions relating to University buildings.</p>	
<p>03.01.00</p>	<p>ADDRESSES (CEREMONIAL EVENTS)</p> <p>The activity of giving addresses at ceremonies. Includes speeches and multi-media presentations.</p> <p>See 03.07.00 GRADUATION for addresses given at graduation ceremonies.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for the publication of addresses by the University.</p>	
<p>03.01.01</p>	<p>Final versions of addresses and speeches delivered at ceremonial events.</p> <p>See 03.01.02 for the preparation of addresses and speeches (Ceremonial Events)</p> <p>See 04.01.02 for the administration and organisation of public lectures (Community Engagement)</p>	<p>PERMANENT</p>
<p>03.01.02</p>	<p>Records documenting the preparation and input into addresses and speeches delivered at ceremonial events.</p> <p>See 03.01.01 for address and speeches (Ceremonial Events)</p> <p>See 04.01.01 for transcripts of public lectures Community Engagement)</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>03.02.00</p>	<p>BOARDS & COMMITTEES (CEREMONIAL EVENTS)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth, etc.). Includes the board or committee establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</p>	
<p>03.02.01</p>	<p>Records of committees relating to significant University celebrations. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p>See 12.06.01 for key University Committees & Boards (Governance)</p> <p>See 03.02.03 for external committees not administered by the University (Ceremonial Events)</p> <p>See 03.02.02 for internal and for external committees administered by the University (Ceremonial Events)</p> <p>See 03.02.04 for committee administration (Ceremonial Events)</p>	<p>PERMANENT</p>

<p>03.02.02</p>	<p>Records of internal committees (not related to significant celebrations) and external committees relating to Ceremonial Events where the University has the administrative role. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 03.02.01 for committees relating to significant celebrations (Ceremonial Events)</i> <i>See 12.06.01 for Key University Committees & Boards (Governance)</i> <i>See 03.02.03 for external committees not administered by the University (Ceremonial Events)</i> <i>See 03.02.04 for committee administration (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>03.02.03</p>	<p>Records of external committees relating to Ceremonial Events where the University participates but does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> • copies of minutes • copies of agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 12.06.01 for key University committees & boards (Governance)</i> <i>See 03.02.01 for committees relating to significant celebrations (Ceremonial Events)</i> <i>See 03.02.02 for internal and for external committees administered by the University (Ceremonial Events)</i> <i>See 03.02.04 for committee administration (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>03.02.04</p>	<p>Records documenting the conduct and administration of committees relating to Ceremonial Events.</p> <p><i>See 03.02.01 for committees relating to significant celebrations (Ceremonial Events)</i> <i>See 03.02.02 for internal and for external committees administered by the University (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>03.03.00</p>	<p>CEREMONIES (CEREMONIAL EVENTS)</p> <p>The activities associated with managing and arranging a formal act conducted by the University for a special occasion other than graduation ceremonies. Includes town and gown processions; special convocations, presentation ceremonies for prizes and awards and formal ceremonies for significant University anniversaries</p> <p><i>See 03.07.00 GRADUATION for the formal process through which students who have successfully completed their course requirements are admitted to degrees and awarded diplomas.</i> <i>See 03.13.00 PROTOCOL for ceremony protocol.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION - PRODUCTION for the production and master copies of programs.</i></p>	
<p>03.03.01</p>	<p>Programs of proceedings and running sheets or scripts for presentation ceremonies for prizes and awards. See 03.03.02 for presentation ceremonies for prizes, awards and scholarships (Ceremonial Events)</p> <p><i>See 24.04.01 for informal and/or minor celebrations (Student Support Services)</i></p>	<p>PERMANENT</p>
<p>03.03.02</p>	<p>Administrative arrangements for presentation ceremonies for prizes and awards.</p> <p><i>See 02.23.03 for nominations and applications for prizes, awards, scholarships and bursaries (Academic Administration)</i> <i>See 03.03.01 for presentation ceremonies for prizes and awards including programs and scripts (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>

<p>03.04.00</p>	<p>COMPLIANCE (CEREMONIAL EVENTS) The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p>	
<p>03.04.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Ceremonial Events.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>03.05.00</p>	<p>CONTRACING-OUT (CEREMONIAL EVENTS) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
<p>03.05.01</p>	<p>Records documenting the management of contracts relating to Ceremonial Events including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders See 03.05.02 for tender documents (Ceremonial Events) <p><i>See 12.08.01 for University Contract Registers (Governance)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>03.05.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 03.05.01 for signed contracts and contract management (Ceremonial Events)</i> <i>See 03.05.02 for unsuccessful tenders and offers and tenders received where the tender process does not proceed</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
<p>03.05.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 03.05.02 for tender documents (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>03.06.00</p>	<p>ENQUIRIES (CEREMONIAL EVENTS) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation</i></p>	
<p>03.06.01</p>	<p>Records documenting enquiries requesting general information relating to Ceremonial Events.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>03.07.00</p>	<p>GRADUATION (CEREMONIAL EVENTS)</p> <p>The formal process by which students who have successfully completed their course requirements are admitted to degrees and awarded diplomas. Includes administrative arrangements for graduation ceremonies, presentation of the University Medal and addresses (presentations) delivered at graduation ceremonies.</p> <p><i>See 06.03.00 COURSES & UNITS - ASSESSMENT for course assessment requirements and rules that students have to meet to graduate, and recommendations for students to be admitted to the relevant degree.</i></p> <p><i>See 03.03.00 CEREMONIES for managing and arranging a formal act conducted by the University for a special occasion other than graduation ceremonies.</i></p> <p><i>See 02.23.00 ACADEMIC ADMINISTRATION - PRIZES AWARDS & SCHOLARSHIPS for prizes awarded to students for outstanding achievement.</i></p> <p><i>See 03.13.00 PROTOCOL for graduation ceremony protocol.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION - PRODUCTION for master copies of graduation certificates and the design and printing of graduation certificates and programs.</i></p>	
<p>03.07.01</p>	<p>Master record of university graduands.</p> <p><i>See 03.07.02 for graduation programs (Ceremonial Events)</i></p> <p><i>See 03.07.03 for student's eligibility to graduate (Ceremonial Events)</i></p> <p><i>See 02.06.02 for replacement certificates (testamurs) and statutory declarations (Academic Administration)</i></p> <p><i>See 02.06.03 for requests for the issue of academic transcripts and completion letters (Academic Administration)</i></p>	<p>PERMANENT</p>
<p>03.07.02</p>	<p>Master copies of graduation program listing names of all graduates for the relevant year.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA2158) for duplicate copies of programs.</i></p> <p><i>See 03.07.01 for master records of university graduands (Ceremonial Events).</i></p> <p><i>See 03.07.03 for eligibility to graduate (Ceremonial Events).</i></p>	<p>PERMANENT</p>
<p>03.07.03</p>	<p>Records documenting students' eligibility to graduate including notifications to students and notifications of graduation ceremonies.</p> <p><i>See 03.07.01 for master records of university graduands (Ceremonial Events)</i></p> <p><i>See 03.07.02 for graduation programs (Ceremonial Events)</i></p> <p><i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>03.07.04</p>	<p>Records of running sheets or scripts (proceedings) for graduation ceremonies.</p> <p><i>See 03.13.01 for protocol (Ceremonial Events).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>03.07.05</p>	<p>Records relating to the nomination and recommendation for the award of an honorary degree including citations or Fellow of the University of Tasmania.</p> <p><i>See 03.07.06 for refusal or deferral of an offer of honorary degree or Fellow of the University (Ceremonial Events).</i></p>	<p>PERMANENT</p>
<p>03.07.06</p>	<p>Records relating to refusal of offer of honorary degree or Fellow of the University including those not proceeding or deferred.</p> <p><i>See 03.07.05 for honorary degree nominations (Ceremonial Events).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>

<p>03.08.00</p>	<p>GUIDELINES (CEREMONIAL EVENTS) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 03.11.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 03.12.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>03.08.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Ceremonial Events.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>03.09.00</p>	<p>MARKETING (CEREMONIAL EVENTS) The process of promoting and marketing ceremonial events within the University and the wider community. Includes market research, sales forecasting, advertising and marketing campaigns.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>03.09.01</p>	<p>Records documenting marketing campaigns and the dissemination of promotional material relating to Ceremonial Events.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>03.10.00</p>	<p>PLANNING (CEREMONIAL EVENTS) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>03.10.01</p>	<p>Records documenting the development and revision of business plans relating to Ceremonial Events including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative functions (DA2157) STRATEGIC MANAGEMENT for strategic and corporate plans</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>03.11.00</p>	<p>POLICY (CEREMONIAL EVENTS) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 03.04.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 03.08.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 03.12.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>03.11.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to Ceremonial Events.</p> <p><i>See 03.12.02 for notice of new or changed policies, procedures, guidelines (Ceremonial Events)</i></p>	<p>PERMANENT</p>

<p>03.12.00</p>	<p>PROCEDURES (CEREMONIAL EVENTS) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 03.08.00 GUIDELINES for guidance on the application of policy and/or procedures. See 03.11.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>03.12.01</p>	<p>Records documenting the development of and final versions of procedures, manuals and instructions relating to Ceremonial Events. See 03.12.02 for notices of new or changed policies, procedures and guidelines (Ceremonial Events)</p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>03.12.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Ceremonial Events. See 03.11.01 for policy (Ceremonial Events)</p> <p><i>See 03.12.01 for procedures and manuals (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>03.13.00</p>	<p>PROTOCOL (CEREMONIAL EVENTS) The activities associated with developing and implementing protocol for University activities and events. Includes protocol relating to graduation ceremonies, invitations and visits by distinguished visitors; events involving the Chancellor or Vice Chancellor; public lectures or involving members of the public.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for compiling and administering guidelines on the consistency in written style, graphic design etc. within the University's documents.</i></p>	
<p>03.13.01</p>	<p>Records documenting the development and implementation of protocol for University ceremonial events. Includes protocol for academic dress.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for working papers. See 03.07.04 for proceeding for graduation ceremonies (Ceremonial Events)</i></p>	<p>PERMANENT</p>
<p>03.14.00</p>	<p>QUALITY IMPROVEMENT (CEREMONIAL EVENTS) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See 03.10.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. See 03.15.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident. See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>03.14.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Ceremonial Events.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>03.15.00</p>	<p>RISK MANAGEMENT (CEREMONIAL EVENTS) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks; and relevant communication, reporting, authorisation and monitoring practices. <i>See 03.14.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>03.15.01</p>	<p>Records documenting the identification of risks relating to the Ceremonial Events function. Includes risk registers and mitigation strategies. See 23.09.01 for the corporate risk register. See 03.15.02 for strategies to reduce the risk of fraud (Courses & Units)</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>03.15.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies. See 03.15.01 for risk management (Ceremonial Events)</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

04.00.00

COMMUNITY ENGAGEMENT

The function of engaging in activities which promote the social, cultural and economic welfare of the community and promote the achievements and impact of the University in the community.

Includes:

- interaction with individuals, community groups, professional bodies, business and industry, schools and organisations at local, State, national and international levels to promote the University
- informal interaction with schools and government organisations
- supporting partnerships, linkages, strategic alliances and networks with key stakeholders in politics, industry, business, professions, the media and the community generally
- fostering regional engagement aligned with deliberate research strategies that are both community and industry driven
- providing opportunity for the community to participate in cultural activities presented by the University to increase University awareness of, and participation in cultural and other activities that benefit the community and the University
- promoting and building the university brand
- promoting the University in Tasmanian schools
- media liaison
- participation in community exhibitions, celebrations, and ceremonies
- official representation at community functions

See 01.00.00 ACADEMIC & INTERNATIONAL RELATIONS for relationships and general cooperation or joint education projects in fields of mutual interest and benefit between Australian schools and universities.

See the Disposal Schedule for Common Administrative Functions (DA 2157)

PUBLICATION for manual or electronic production, marketing, and distribution of publications to promote the University including contributions to external publications which aim to promote the services and public image of the University.

See 25.00.00 SUSTAINABILITY for engaging in activities that promote sustainability in the community.

See 26.00.00 UNIVERSITY DEVELOPMENT & ALUMNI for managing relationships and building support for the advancement of the University in order to increase the University's financial support from its key outside constituents, including alumni and friends.

NOTE: This function maps to COMMUNITY RELATIONS in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.

<p>04.01.00</p>	<p>ADDRESSES (COMMUNITY ENGAGEMENT) The activity of giving addresses for training, community engagement, and sales purposes, or at ceremonies, sustainability events and seminars. Includes speeches, public lectures and multi-media presentations.</p> <p><i>See 03.07.00 CEREMONIAL EVENTS - GRADUATION for Addresses (presentations) given at graduation ceremonies. See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for the publication of addresses by the University.</i></p>	
<p>04.01.01</p>	<p>Transcripts of public lectures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS for addresses given for community relations purposes. See 04.01.02 for the administration and organisation public lectures (Community Engagement)</i></p>	<p>PERMANENT</p>
<p>04.01.02</p>	<p>Records relating to the organisation and administration of public lectures. Includes annual program and invitations to speak.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS for addresses given for community relations purposes. See 04.01.01 for transcripts of public lectures Community Engagement)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>04.02.00</p>	<p>AGREEMENTS (COMMUNITY ENGAGEMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes memoranda of understanding (MOU) and Service Level Agreements.</p> <p><i>See the Disposal Schedule for Common Administrative functions (DA2157) COMMUNITY RELATIONS – JOINT VENTURES for agreements relating to joint ventures. See 04.04.00 GRANT FUNDING for agreements relating to grants. See The disposal Schedule for Common Administrative Functions (DA2157) LEGAL SERVICES advice on agreements provided by the Legal Office.</i></p>	
<p>04.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements including final versions of agreements relating to Community engagement. Includes memoranda of understanding and service level agreements.</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement.</p>
<p>04.03.00</p>	<p>COMPLIANCE (COMMUNITY ENGAGEMENT) The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures and By-Laws.</p>	
<p>04.03.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Community engagement.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>04.04.00</p>	<p>GRANT FUNDING (COMMUNITY ENGAGEMENT) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p><i>See 23.05.00 STRATEGIC PLANNING - FUNDING SUBMISSIONS or 26.10.00 UNIVERSITY DEVELOPMENT & ALUMNI – FUNDING SUBMISSIONS for the preparation and submission of bids by the University for major funding from the Commonwealth Government or other funding sources.</i></p>	
<p>04.04.01</p>	<p>Records documenting the application for and receipt of grant funds and the administration of funds relating to Community Engagement.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for specific accounting records, e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>04.05.00</p>	<p>GUIDELINES (COMMUNITY ENGAGEMENT) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>04.05.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Community Engagement.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>04.06.00</p>	<p>PROTOCOL (COMMUNITY ENGAGEMENT) The activities associated with developing and implementing protocol for University activities and events. Includes protocol relating to graduation ceremonies, invitations and visits by distinguished visitors; events involving the Chancellor or Vice Chancellor; and events such as conferences, public lectures or seminars involving members of the public.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for compiling and administering guidelines on the consistency in written style, graphic design etc., within the University's documents.</i></p>	
<p>04.06.01</p>	<p>Records documenting the development and implementation of protocol for University activities relating to Community engagement.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>04.07.00</p>	<p>QUALITY IMPROVEMENT (COMMUNITY ENGAGEMENT) The process of improving and maintaining excellence across all University activities, services and processes in community engagement.</p> <p><i>See 04.08.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>04.07.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Community Engagement.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>04.08.00</p>	<p>RISK MANAGEMENT (COMMUNITY ENGAGEMENT) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 04.07.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>04.08.01</p>	<p>Records documenting the identification of risks relating to the Community Engagement function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register. See 04.08.02 for strategies to reduce the risk of fraud (Community Engagement)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>04.08.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the Fraud Risk Register and mitigation strategies.</p> <p><i>See 04.08.01 for risk management (Community Engagement)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>04.09.00</p>	<p>SUBMISSIONS (COMMUNITY ENGAGEMENT) The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the University which is submitted to another organisation or within the University, for the purpose of either gain or support.</p> <p><i>See 23.05.00 STRATEGIC PLANNING - FUNDING SUBMISSIONS for the preparation and submission of bids by the University for major funding from the Commonwealth or State Government.</i> <i>See 26.10.00 UNIVERSITY DEVELOPMENT & ALUMNI – FUNDING SUBMISSIONS for the preparation and submission of bids by the University for funding from philanthropists or other funding sources. See the Disposal Schedule for Common Administrative Functions (DA 2157) GOVERNMENT RELATIONS for submissions to formal committees of inquiry initiated by government.</i></p>	
<p>04.09.01</p>	<p>Final version of submissions (other than funding submissions) made by or within the University to support community engagement.</p> <p><i>See 26.10.01 for funding submissions to philanthropists and University development (University Development & Alumni)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>04.10.00</p>	<p>VISITS (COMMUNITY ENGAGEMENT) The activities involved in arranging visits by students, other organisations and the public to the University, with a view to inform, educate or promote the services, operation and role of the University. Includes:</p> <ul style="list-style-type: none"> • tours of University facilities • visits by overseas officials and diplomats <p><i>See 02.27.00 ACADEMIC ADMINISTRATION - RECRUITMENT for visits and tours by prospective students, and school and community groups.</i> <i>See 04.06.00 PROTOCOL for protocol relating to visits to the University by distinguished persons.</i></p>	
<p>04.10.01</p>	<p>Records relating to the arrangements for visits by external visitors.</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>

<p>05.00.00</p>	<p>COMPENSATION</p> <p>The function of providing compensation to employees for injury or disease which arises out of and in the course of employment and in the case of diseases, to which employment has contributed to a substantial degree. Includes the rehabilitation of injured workers. Also includes compensation to students and visitors injured on the University's premises and claims for lost, stolen or damaged personal property.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMPENSATION - CLAIMS for managing claims relating to:</p> <ul style="list-style-type: none"> • workers compensation claims and rehabilitation by casual, fixed-term and permanent employees of the University • compensation for students injured whilst on the University's premises • compensation for visitors injured whilst on the University's premises • lost, stolen or damaged personal property use COMPENSATION - CLAIMS. <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY for injury to staff, students or visitors that does not result in a compensation claim.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY for the inspection of unsafe property.</i></p> <p>NOTE: This function maps to COMPENSATION in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>05.01.00</p>	<p>GUIDELINES (COMPENSATION)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 05.02.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See 05.03.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>05.01.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Compensation function.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>05.02.00</p>	<p>POLICY (COMPENSATION)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 05.01.00 GUIDELINES for guidance on the application of policy and/or procedures.</i></p> <p><i>See 05.03.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>05.02.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and establishment of precedents relating to the Compensation function.</p>	<p>PERMANENT</p>

05.03.00	<p>PROCEDURES (COMPENSATION)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 05.01.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 05.02.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
05.03.01	Records documenting the development of and final versions of procedures, manuals and instructions relating to the Compensation function.	TEMPORARY Destroy 7 years after superseded.
05.03.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures, instructions or notification of significant events relating to the Compensation function.	TEMPORARY Destroy 7 years after action completed
05.04.00	<p>QUALITY IMPROVEMENT (COMPENSATION)</p> <p>The process of improving and maintaining excellence across all University activities, services and processes.</p> <p><i>See 05.05.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
05.04.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Compensation.	TEMPORARY Destroy 7 years after action completed
05.05.00	<p>RISK MANAGEMENT (COMPENSATION)</p> <p>The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 05.04.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
05.05.01	Records documenting the identification of risks relating to the Compensation function. Includes risk registers and mitigation strategies. See 23.09.01 for the corporate risk register. See 05.05.02 for strategies to reduce the risk of fraud (Compensation)	TEMPORARY Destroy 7 years after action completed
05.05.02	Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies. See 05.05.01 for risk management (Compensation)	TEMPORARY Destroy 7 years after action completed

06.00.00	<p>COURSES & UNITS</p> <p>The function of developing and implementing policies, rules and procedures relating to courses and units offered by the University leading to a degree, diploma or certificate and other studies determined by the University Council. Includes the development of courses and units including non-award courses; internal course reviews; teaching initiatives; delivery of courses and units; accreditation of courses; assessment of students performance; vocational education; trans-national education; student mobility; and information relating to retention and participation rates.</p> <p><i>See 02.00.00 ACADEMIC ADMINISTRATION for student recruitment, admission, enrolment, progress, administrative arrangements for examinations, management of results, examination papers and certification.</i></p> <p><i>See 03.00.00 CEREMONIAL EVENTS - GRADUATION for the formal processes through which students that have successfully completed their course requirements are admitted to degrees and awarded diplomas.</i></p> <p><i>See 20.00.00 RESEARCH TRAINING for managing higher degree by research candidature including coordination and quality assurance of research candidature and scholarships.</i></p> <p><i>See 24.00.00 STUDENT SUPPORT SERVICES for providing support services to students of the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for master copies of course handbooks.</i></p>	
06.01.00	<p>ACCREDITATION (COURSES & UNITS)</p> <p>The process by which courses are assessed by an accrediting body to be recognised as meeting predetermined standards including reviews and assessment visits. Includes:</p> <ul style="list-style-type: none"> • assessment of courses offered by the University undertaken by external accrediting bodies • approval of courses provided by the University in other countries • accreditation of courses at other institutions to assess their suitability for study by University of Tasmania students • self-accreditation of courses by the University 	
06.01.01	<p>Records relating to the accreditation of courses by external accrediting bodies.</p> <p><i>See the General Disposal Schedule for Government Registered Training Organisations (DA 2135) for registration of the University as a Registered Training Organisation (RTO).</i></p> <p><i>See 06.01.02 for accreditation of external courses and self-accreditation of courses (Courses & Units)</i></p> <p><i>See 06.08.01 for approved course proposals (Courses & Units)</i></p>	PERMANENT
06.01.02	<p>Records relating to the accreditation of courses at other institutions to assess their suitability for study by University of Tasmania students and self-accreditation of courses undertaken by the University.</p> <p><i>See 06.01.01 for accreditation by external bodies (Courses & Units)</i></p> <p><i>See 06.08.01 for approved course proposals (Courses & Units)</i></p> <p><i>See 06.17.01 for registration of courses (Courses & Units)</i></p>	TEMPORARY Destroy 7 years after expiry of course accreditation.

<p>06.02.00</p>	<p>AGREEMENTS (COURSES & UNITS) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p>For agreements with other educational institutions for the granting of joint awards use COURSES & UNITS - AGREEMENTS.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office. See 06.20.00 STUDENT MOBILITY for student exchange agreements relating to individual students.</p>	
<p>06.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Courses & Units including final versions of agreements. Includes Memoranda of Understanding (MOU) between schools and faculties and student organisations. See 06.06.01 for the administration and management of consultancy services (Courses & Units)</p> <p><i>See 06.07.01 for signed contracts and contract management (Courses & Units)</i> <i>See 06.21.04 for students practicum records (Courses & Units)</i> <i>See 06.21.05 for administrative arrangements for student placements (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>
<p>06.03.00</p>	<p>ASSESSMENT (COURSES & UNITS) The activities associated with processing and forming judgements about the quality and extent of student learning. Includes assessments conducted by examination and internal assessment assignments, tests, essays and projects and verbal assessment (viva voce). Also includes the development of course assessment requirements and rules that students have to meet to graduate and recommendations made to the University that students be admitted to the relevant degree.</p> <p><i>See 20.02.00 RESEARCH TRAINING - ASSESSMENT for the assessment of theses or other significant work for higher degree students and master set of theses.</i> <i>See 02.13.00 ACADEMIC ADMINISTRATION - EXAMINATIONS & RESULTS for administrative arrangements for examinations, management of results, examination papers and reports on plagiarism.</i> <i>See 03.07.00 CEREMONIAL EVENTS - GRADUATION for the formal processes by which students that have successfully completed their course requirements are admitted to degrees and awarded diplomas.</i></p>	
<p>06.03.01</p>	<p>Assessment results including grading/marketing of individual assessment items (assignments, tests, essays, projects, dissertations and theses etc). Includes review, moderation and confirmation of assessment results.</p> <p><i>See the General Disposal Schedule for Training and Assessment Records of Government Registered Training Organisations (DA 2135) for assessment records and results relating to vocational education.</i> <i>See 06.03.02 for student assessment items including assignments, essays, projects, theses etc (Courses & Units)</i> <i>See 06.03.03 for honours students master set of theses (Courses & Units)</i> <i>See 20.02.01 for assessment of research higher degree candidates (Research Training)</i> <i>See 06.04.01 for internal committees that are not key University Committees including Assessment Committees (Courses & Units)</i> <i>See 02.13.01 for final results (examination results) including result changes (Academic Administration)</i> <i>See 03.07.03 for eligibility to graduate (Ceremonial Events)</i></p>	<p>TEMPORARY Destroy 2 years after action completed provided the information has been entered into the student information system or Destroy 10 years after action completed.</p>
<p>06.03.02</p>	<p>Student's assessment items including assignments, tests, essays, projects, undergraduate dissertations and theses etc. submitted for grading/marketing.</p> <p><i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i> <i>See 06.03.03 for Honours students master set of theses (Courses & Units)</i> <i>See 06.21.02 for resources and materials for Unit Delivery (Courses & Units)</i> <i>See 02.13.07 for examination scripts (Academic Administration)</i></p>	<p>TEMPORARY Return to the Student or Destroy after completion of assessment results.</p>

<p>06.03.03</p>	<p>Master set of theses submitted by Honours students where <u>at least</u> ninety percent of the content is directly related to the state of Tasmania, its inhabitants, history, flora or fauna.</p> <p><i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i> <i>See 06.03.02 for student assessment items including assignments, essays, projects, theses etc (Courses & Units)</i> <i>See 06.03.04 for Honours theses with less than ninety percent of the content directly related to the state of Tasmania (Courses & Units)</i> <i>See 20.02.02 for Research Higher Degrees Masters and PhDs master set of theses (Research Training)</i></p>	<p>PERMANENT</p>
<p>06.03.04</p>	<p>Master set of theses submitted by Honours students where <u>less than</u> ninety percent of the content is directly related to the state of Tasmania, its inhabitants, history, flora or fauna.</p> <p><i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i> <i>See 06.03.02 for student assessment items including assignments, essays, projects, theses etc (Courses & Units)</i> <i>See 06.03.03 for Honours theses with at least ninety percent of the content directly related to the state of Tasmania (Courses & Units)</i> <i>See 20.02.02 for Research Higher Degrees Masters and PhDs master set of theses (Research Training)</i></p>	<p>TEMPORARY Destroy 10 years after end of relevant academic year</p>
<p>06.04.00</p>	<p>BOARDS & COMMITTEES (COURSES & UNITS)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 06.12.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>06.04.01</p>	<p>Records of internal committees relating to Courses & Units that are not key University Committees including assessment committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee See 12.06.01 for Key University Committees & Boards (Governance) <p><i>See 06.03.01 for assessment results including review and moderation (Courses & Units)</i> <i>See 06.04.02 for external committees administered by the University (Courses & Units)</i> <i>See 06.04.03 for external committees not administered by the University (Courses & Units)</i> <i>See 06.04.04 for committee administration (Courses & Units)</i> <i>See 06.12.01 for meetings (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

06.04.02	<p>Records of external committees relating to Courses & Units where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 06.04.03 for external committees not administered by the University (Courses & Units)</i> <i>See 06.04.01 for committees for internal committees that are not key University Committees including Assessment Committees (Courses & Units)</i> <i>See 06.04.04 for committee administration (Courses & Units)</i> <i>See 06.12.01 for meetings (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
06.04.03	<p>Records of external committees relating to Courses & Units where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • copies of agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 06.04.02 for external committees administered by the University (Courses & Units)</i> <i>See 06.04.03 for external committees not administered by the University (Courses & Units)</i> <i>See 06.12.01 for meetings (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
06.04.04	<p>Records documenting the conduct and administration of committees relating to Courses & Units.</p> <p><i>See 06.04. for internal committees that are not key University Committees including Assessment Committees (Courses & Units)</i> <i>See 06.04.02 for committees - external - administrative role (Courses & Units)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
06.05.00	<p>COMPLIANCE (COURSES & UNITS)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 06.01.00 ACCREDITATION for the process by which the University recognises a program of study or an institution as meeting predetermined standards.</i> <i>See 02.33.00 ACADEMIC ADMINISTRATION - STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
06.05.01	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Courses & Units.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

06.06.00	<p>CONSULTANCY SERVICES (COURSES & UNITS)</p> <p>The activities associated with provision of services, advice and specialised knowledge to outside organisations by professional and academic staff of the University, usually on a fee for service basis.</p> <p>See 06.07.00 CONTRACTING-OUT for external consultants contracted by the University.</p>	
06.06.01	<p>Records relating to the administration and management of consultancy services provided by University staff on a fee for service basis relating to the Courses & Units function including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • written offers • parameters of consultancy/service • terms and conditions <p><i>See the Disposal Schedule for Common Administrative Records (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions.</i></p>	<p>TEMPORARY Destroy 7 years after expiry or termination of contract or agreement.</p>
06.07.00	<p>CONTRACTING-OUT (COURSES & UNITS)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p> <p><i>See 06.06.00 CONSULTANCY SERVICES for the provision of consultancy services by University of Tasmania personnel to other organisations on a fee for service basis.</i></p>	
06.07.01	<p>Records documenting the management of contracts relating to Courses & Units including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance)</i> <i>See 06.07.02 for tender documents (Courses & Units)</i> <i>See 06.02.01 for agreements (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
06.07.02	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 06.07.01 for signed contracts and contract management (Courses & Units)</i> <i>See 06.07.03 for unsuccessful tenders and tenders that do not proceed (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed</p>
06.07.03	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 06.07.02 for tender documents (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>06.08.00</p>	<p>COURSE DEVELOPMENT (COURSES & UNITS) The activities associated with developing course proposals and making amendments to existing courses. Includes the identification of demand, course duration, content and structure, resource requirements, course level, entry requirements, methods of delivery and assessment; schedules, names and abbreviations of units and courses. Also includes guidelines for research component for Research Higher Degrees.</p> <p><i>See 06.09.00 COURSE REVIEWS for reviewing existing courses and units.</i> <i>See 06.21.00 UNIT DELIVERY for preparation and delivery of units leading to a degree, diploma or certificate.</i></p>	
<p>06.08.01</p>	<p>Records relating to the development of course proposals that are approved including amendments to these courses. Includes non-award courses.</p> <p><i>See 12.06.00 for minutes of the Academic Senate containing final approval of courses.</i> <i>See 06.08.02 for course proposals that are not approved (Courses & Units)</i> <i>See 06.01.01 for accreditation by external bodies (Courses & Units)</i> <i>See 06.01.02 for accreditation of external courses and self-accreditation of courses (Courses & Units)</i> <i>See 06.09.01 for course and unit reviews (Courses & Units)</i> <i>See 06.21.01 for master copies of unit outlines - (Courses & Units)</i></p>	<p>TEMPORARY Destroy 10 years after the course is no longer offered.</p>
<p>06.08.02</p>	<p>Records relating to the development of course proposals that are not approved. Includes non-award courses.</p> <p><i>See 06.08.01 for approved course (Courses & Units)</i></p>	<p>TEMPORARY Destroy 1 year after action completed</p>
<p>06.09.00</p>	<p>COURSE REVIEWS (COURSES & UNITS) The activities associated with reviewing existing courses and units.</p> <p><i>See 06.08.00 COURSE DEVELOPMENT for developing course proposals and amendments to existing courses.</i></p>	
<p>06.09.01</p>	<p>Records documenting the review of existing courses and units including copies of reports sent to Academic Senate.</p> <p><i>See 12.06.01 for minutes of the Academic Senate containing final versions of reports.</i> <i>See 06.08.01 for approved course (Courses & Units)</i></p>	<p>TEMPORARY Destroy 10 years after course is no longer offered.</p>
<p>06.10.00</p>	<p>EVALUATION (COURSES & UNITS) The process of determining the suitability of potential or existing programs including feedback provided by students to academic teaching staff on units they study and the teaching they receive to assist in the formulation and development of unit organisation and teaching.</p> <p><i>See 06.03.00 ASSESSMENT for processing and forming judgements about the quality and extent of student learning.</i></p>	
<p>06.10.01</p>	<p>Master copies of summarised statistics of student evaluations of units and teaching including master copies of questionnaires. These may include:</p> <ul style="list-style-type: none"> • Student Evaluations of Teaching and Learning (SETL) reports <p><i>See 06.10.02 for completed student evaluation of teaching & learning questionnaires (COURSES & UNITS)</i> <i>See 06.10.03 for administration of student evaluation of teaching and learning programs (COURSES & UNITS)</i></p>	<p>PERMANENT</p>

06.10.02	<p>Feedback received from students including Completed student evaluations of teaching and learning questionnaires. These may include:</p> <ul style="list-style-type: none"> • Student Evaluations of Teaching and Learning (SETL) questionnaires. <p><i>See 06.10.01 for summarised statistics of student evaluations of teaching and learning (COURSES & UNITS)</i> <i>See 06.10.03 for administration of student evaluation of teaching and learning programs (COURSES & UNITS)</i></p>	<p>TEMPORARY Destroy 1 year after action completed</p>
06.10.03	<p>Records relating to the administration of the program for student evaluations of teaching and learning programs. These may include:</p> <ul style="list-style-type: none"> • Student Evaluations of Teaching and Learning (SETL) program <p><i>See 06.10.01 for summarised statistics of student evaluations of teaching and learning (COURSES & UNITS)</i> <i>See 06.10.02 for completed student evaluation of teaching and learning questionnaires - (COURSES & UNITS)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
06.11.00	<p>GUIDELINES (COURSES & UNITS)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 06.13.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 06.14.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
06.11.01	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Course & Units function.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
06.12.00	<p>MEETINGS (COURSES & UNITS)</p> <p>The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc.</p> <p><i>See 06.04.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i></p>	
06.12.01	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Courses & Units.</p> <p><i>See 06.04.01 for committees for internal committees that are not key University Committees including Assessment Committees (Courses & Units)</i> <i>See 06.04.02 for external committees administered by the University (Courses & Units)</i> <i>See 06.04.03 for external committees not administered by the University (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>06.13.00</p>	<p>POLICY (COURSES & UNITS) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 06.05.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 06.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 06.14.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>06.13.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to courses & Units.</p> <p><i>See 06.14.02 for notices of new or changed policies, procedures, guidelines (Courses & Units).</i></p>	<p>PERMANENT</p>
<p>06.14.00</p>	<p>PROCEDURES (COURSES & UNITS) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 06.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 06.13.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>06.14.01</p>	<p>Records documenting the development of and final versions of procedures, manuals and instructions relating to Courses & Units.</p> <p><i>See 06.14.02 for notices of new or changed, policies, procedures, guidelines (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>06.14.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Courses & Units.</p> <p><i>See 06.13.01 for policy (Courses & Units)</i> <i>See 06.14.01 for the development of procedures and final version of procedures (Courses & Units)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>06.15.00</p>	<p>PUBLIC RESPONSE (COURSES & UNITS) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p> <p><i>See 02.16.00 ACADEMIC ADMINISTRATION – GRIEVANCES for student complaints relating to academic matters.</i> <i>See 24.13.00 STUDENT SUPPORT SERVICES - GRIEVANCES for student complaints relating to non-academic matters.</i></p>	
<p>06.15.01</p>	<p>Records documenting complaints relating to the Courses & Units function which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 02.25.01 for public complaints that create a precedent or result in policy or procedures change relating to Academic Administration.</i></p>	<p>PERMANENT</p>

06.15.02	Records documenting complaints and suggestions relating to the Courses & Units function that do not create a precedent or result in change to policies or procedures.	TEMPORARY Destroy 2 years after action completed
06.15.03	Records documenting suggestions, expressions of appreciation or congratulations from the public to the University relating to Courses & Units. <i>See 02.25.03 for suggestions, appreciations and congratulations (Academic Administration)</i>	TEMPORARY Destroy 2 years after action completed
06.16.00	QUALITY IMPROVEMENT (COURSES & UNITS) The process of improving and maintaining excellence across all University activities, services and processes in teaching and learning. <i>See 06.18.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for common Administrative Functions (DA2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i>	
06.16.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to courses & Units.	TEMPORARY Destroy 7 years after action completed.
06.17.00	REGISTRATION (COURSES & UNITS) The process of entering details in an official list. Includes the registration of courses, registration of business names and registration and survey of commercial vessels. For internal registration of courses and registration of courses through an external organisation use COURSES & UNITS - REGISTRATION. <i>See 06.01.00 ACCREDITATION for the process by which courses are assessed by an external accrediting body to be recognised as meeting predetermined standards including reviews and assessment visits.</i> <i>See the Disposal Schedule for Training & Assessment Records of Government Registered Training Organisations (DA 2135) for registration as a Registered Training Organisation.</i>	
06.17.01	Records relating to the registration of courses with external organisations. <i>See the General Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions relating to course registration.</i> <i>See 06.01.02 for accreditation of external courses and self-accreditation of courses (Courses & Units)</i>	TEMPORARY Destroy 3 years after the lapse or expiry of registration.
06.18.00	RISK MANAGEMENT (COURSES & UNITS) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices. <i>See 06.16.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i>	
06.18.01	Records documenting the identification of risks relating to the Courses & Units function. Includes risk registers and mitigation strategies. <i>See 23.09.01 for the corporate risk register.</i> <i>See 06.18.02 for strategies to reduce the risk of fraud (Courses & Units)</i>	TEMPORARY Destroy 7 years after action completed.
06.18.02	Records documenting strategies to reduce the risk of fraud. Includes the	TEMPORARY

	fraud risk register and mitigation strategies. <u>See 06.18.01 for risk management (Courses & Units)</u>	Destroy 7 years after action completed.
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<p>06.19.00</p>	<p>STANDARDS (COURSES & UNITS) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 06.05.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 06.11.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 06.13.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 06.14.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for guidelines on the consistency in written style, graphic design etc within the University's documents.</i></p>	
<p>06.19.01</p>	<p>Records documenting the implementation of industry and government standards relating to Courses & Units.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>06.20.00</p>	<p>STUDENT MOBILITY (COURSES & UNITS) The activities associated with arranging and managing student exchange (incoming and outgoing) and study abroad. Includes units taught by the University of Tasmania in other countries.</p> <p><i>See 01.02.00 ACADEMIC & INTERNATIONAL RELATIONS - AGREEMENTS for student mobility agreements with other educational institutions that do not relate to individual students.</i></p>	
<p>06.20.01</p>	<p>Records documenting formal and ad-hoc exchanges relating to individual students. These may include:</p> <ul style="list-style-type: none"> • agreements • enrolment in other institutions • unit outline comparisons • correspondence • results notification • credit comments See 02.02.01 for admission applications (Academic Administration) <p><i>See 02.12.04 for enrolment administrative process (Academic Administration)</i> <i>See 02.13.01 for final results (examination results) including result changes (Academic Administration)</i></p>	<p>Temporary Destroy 1 year after graduation of student OR if student does not graduate, Destroy 10 years after last enrolment.</p>
<p>06.21.00</p>	<p>UNIT DELIVERY (COURSES & UNITS) The activities associated with the preparation and delivery of units leading to a degree, diploma or certificate and non-award courses. Includes unit outlines, lectures, tutorials, practicals, laboratories, workshops, study schools and special programs. Also includes associated administrative arrangements such as timetables and room bookings etc.</p> <p><i>See 06.08.00 COURSE DEVELOPMENT for developing course proposals and making amendments to existing courses.</i></p>	
<p>06.21.01</p>	<p>Master copies of Unit Outlines.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for duplicate copies of Unit Outlines.</i> <i>See 06.21.03 for working papers for unit preparation and delivery (Courses & Units)</i> <i>See 06.08.01 for approved course proposals (Courses & Units)</i></p>	<p>TEMPORARY Destroy 10 years after the date the unit is signed-off by the school.</p>

06.21.02	<p>Resources and materials used in unit delivery including study guides, readings, self-assessment exercises, audio visual teaching aids, assignment briefs and lecture notes, and recordings of lectures, tutorials, seminars, workshops, clinics etc.</p> <p><i>See 06.21.03 for working papers for unit preparation and delivery (Courses & Units)</i> <i>See 06.03.02 for student assessment items including assignments, essays, projects, theses etc (Courses & Units)</i></p>	<p>TEMPORARY Destroy 3 years after action completed</p>
06.21.03	<p>Teaching staff working papers for unit preparation and delivery.</p> <p><i>See 06.21.01 for Unit Outlines - master copies (Courses & Units)</i> <i>See 06.21.02 for resources and materials - Unit Delivery (Courses & Units)</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
06.21.04	<p>Records relating to practicums undertaken by individual students including clinical placements. These may include:</p> <ul style="list-style-type: none"> • agreements • reports of hours completed • performance evaluations and reports • student evaluations • safety in practice agreements • details of health immunisation status <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for police records checks.</i> <i>See 06.21.05 for administrative arrangements for student placements (Courses & Units)</i></p>	<p>TEMPORARY Destroy after 2 years provided the result has been entered into the student information system OR destroy 10 years after action completed.</p>
06.21.05	<p>Records relating to administrative arrangements with employers relating to student placements.</p> <p><i>See 06.21.04 for students practicum records (Courses & Units)</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
06.21.06	<p>Records relating to the booking of rooms for unit delivery purposes</p>	<p>TEMPORARY Destroy 1 year after action completed</p>

<p>07.00.00</p>	<p>CULTURAL PRESERVATION</p> <p>The function of preserving the culture and history of the University and society by academic institutions, through management of works of art and artefacts and special collections in repositories such as museums, libraries, archives and galleries. Includes acquisition, donation and disposal of works of art and artefacts and collections; lending of artworks, artefacts and collections; exhibitions and displays; storage and preservation of holdings; and collection management.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT for managing the University's information resources including the management of records and current library resources.</i></p>	
<p>07.01.00</p>	<p>ACQUISITION (CULTURAL PRESERVATION)</p> <p>The process of gaining ownership or use of works of arts, artefacts and items for special collections through purchase or requisitions.</p> <p><i>See 07.04.00 CONTRACTING-OUT for obtaining the services of contractors and consultants, and for the process of receiving and assessing tenders.</i></p> <p><i>See 07.07.00 DONATIONS for the acquisition of property and items by donation. See 07.16.00 LEASING for leasing or borrowing works of art and artefacts and items for special collections from another organisation.</i></p>	
<p>07.01.01</p>	<p>Records documenting the acquisition of works of art, artefacts and items for special collections. Includes arrangements and negotiations for purchase and terms and conditions for gifts and bequests.</p> <p><i>See 07.07.02 for donation conditions (Cultural Preservation)</i></p>	<p>PERMANENT</p>
<p>07.02.00</p>	<p>BOARDS & COMMITTEES (CULTURAL PRESERVATION)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i></p>	
<p>07.02.01</p>	<p>Records of internal committees relating to cultural Preservation that are <u>not</u> key University committees. Records may include:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Documents appointing members • Final versions of minutes • Agenda papers • Reports presented to the committee • Submissions presented to the committee <p><i>See 12.06.01 for Key University Committees & Boards (Governance)</i> <i>See 07.02.02 for external committees administered by the University (Cultural Preservation).</i> <i>See 07.02.03 for external committees not administered by the University (Cultural Preservation)</i> <i>See 07.02.04 for committee administration (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

07.02.02	<p>Records of external committees relating to Cultural Preservation where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Documents appointing members • Final versions of minutes • Agenda papers • Reports presented to the committee • Submissions presented to the committee. <p><i>See 07.02.03 for external committees not administered by the University (Cultural Preservation)</i> <i>See 07.02.01 for internal committees that are <u>not</u> key University Committees (Cultural Preservation).</i> <i>See 07.02.04 for committee administration (Cultural Preservation).</i></p>	TEMPORARY Destroy 7 years after action completed
07.02.03	<p>Records of external committees relating to Cultural Preservation where the University participates but does <u>not</u> have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • Copies of minutes • Agenda papers • Copies of reports presented to the committee • Copies of submissions presented to the committee. <p><i>See 07.02.02 for external committees administered by the University (Cultural Preservation).</i> <i>See 07.02.01 for internal committees that are <u>not</u> key University Committees (Cultural Preservation).</i></p>	TEMPORARY Destroy 2 years after action completed.
07.02.04	<p>Records documenting the conduct and administration of committees relating to cultural Preservation.</p> <p><i>See 07.02.02 for external committees administered by the University (Cultural Preservation).</i> <i>See 07.02.01 for internal committees that are <u>not</u> key University Committees (Cultural Preservation).</i></p>	TEMPORARY Destroy when reference ceases.
07.03.00	<p>CONSERVATION (CULTURAL PRESERVATION) The activities involved in the protection, maintenance, restoration and enhancement of information resources, special collections, works of art and artefacts.</p>	
07.03.01	<p>Records relating to maintenance and storage of items in a collection including monitoring and control of conditions of the exhibition and storage spaces. Includes temperature, pest and humidity control and monitoring.</p> <p><i>See 07.03.02 for restoration and conservation of collection items (Cultural Preservation).</i></p>	TEMPORARY Destroy 5 years after action completed.
07.03.02	<p>Records relating to restoration and conservation of collection items (Cultural Preservation).</p> <p><i>See 07.03.01 for maintenance and storage of collection items (Cultural Preservation).</i></p>	TEMPORARY Transfer to new owner OR destroy after disposal of item..

07.04.00	CONTRACTING-OUT (CULTURAL PRESERVATION) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.	
07.04.01	Records documenting the management of contracts relating to Cultural Preservation including: <ul style="list-style-type: none"> • Signed contracts and supporting documentation • Agreements • Tender submissions • Written offers • Parameters of consultancy/service • Terms and conditions • Performance and evaluation reports • Meetings with stakeholders. <p><i>See 07.04.02 for tender documents (Cultural Preservation).</i> <i>See 12.08.01 for University Contract Registers (Governance).</i></p>	TEMPORARY Destroy 7 years after expiry of contract.
07.04.02	Records documenting the development and issue of tender documents and the valuation of tenders including: <ul style="list-style-type: none"> • Statements of requirements (SOR) • Requests for proposals (RFP) • Expressions of Interest (EOI) • Requests for tender (RFT) • Draft contracts • Reports <p><i>See 07.04.03 for unsuccessful tenders (Cultural Preservation)</i> <i>See 07.04.01 for signed contracts and contract management (Cultural Preservation).</i></p>	TEMPORARY Destroy 7 years after tender process completed.
07.04.03	Records documenting unsuccessful tenders and offers, and tenders received where the tender process does not proceed. <i>See 07.04.02 for tender documents (Cultural Preservation).</i>	TEMPORARY Destroy 7 years after action completed.
07.05.00	CONTROL (CULTURAL PRESERVATION) The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, to ensure maximum control over works of art and artefacts and special collections. <i>See 07.15.00 INVENTORY & STOCKTAKE for inventories of works of art and artefacts and items in special collections.</i>	
07.05.01	Records relating to registering the collection through establishing and maintaining physical and intellectual controls. Includes catalogues, electronic control systems, indexes and registers.	PERMANENT
07.06.00	DISPOSAL (CULTURAL PRESERVATION) The process of disposing of a collection or items within a collection by sale, transfer, auction, destruction or repatriation.	
07.06.01	Records relating to the sale, transfer, auction, destruction or repatriation of a collection or items within a collection.	PERMANENT

07.07.00	<p>DONATIONS (CULTURAL PRESERVATION) The activities associated with cultural items including artworks and artefacts donated to the University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA2157) INFORMATION MANAGEMENT – DONATIONS for donations of library materials.</i></p>	
07.07.01	Records documenting donations of works of art, artefacts and items for special collections including letters of appreciation. <i>See 07.07.02 for donations conditions (Cultural Preservation).</i>	TEMPORARY Destroy 7 years after action completed
07.07.02	Records documenting conditions imposed on donations of works of arts, artefacts and items for special collections. <i>See 07.07.01 for donations of works of art, artefacts and items for special collections (Cultural Preservation).</i> <i>See 07.01.01 for acquisition of works of art, artefacts and items for special collections (Cultural Preservation).</i>	TEMPORARY Destroy 7 years after disposal of items.
07.08.00	<p>ENQUIRIES (CULTURAL PRESERVATION) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
07.08.01	Records documenting enquiries requesting general information. <i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed.
07.09.00	<p>EVALUATION (CULTURAL PRESERVATION) The process of determining the suitability of potential suitability of collection items.</p>	
07.09.01	Records documenting the initial evaluation of the suitability of collection items that are acquired by the University.	TEMPORARY Destroy 2 years after disposal of item.
07.09.02	Records documenting the initial evaluation of the suitability of collection items that are <u>not</u> acquired by the University.	TEMPORARY Destroy when reference ceases.
07.10.00	<p>EXHIBITIONS (CULTURAL PRESERVATION) The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - EXHIBITIONS for the University's participation in community exhibitions.</i></p>	
07.10.01	Records relating to curating exhibitions including invitations to exhibit, liaison with donors and/or lenders, and opening of displays. <i>See 07.18.01 for marketing (Cultural Preservation).</i>	TEMPORARY Destroy 5 years after action completed.

07.11.00	FUNCTIONS (CULTURAL PRESERVATION) The activity of organising and managing an official or formal non-ceremonial occasion conducted by the University to enhance its internal and external relationships, or to promote its services and image. Also includes arrangements for the use of venues.	
07.11.01	Records documenting administrative arrangements for functions including: <ul style="list-style-type: none"> • Room / venue bookings • Invitations • Guest lists • Catering arrangements 	TEMPORARY Destroy when reference ceases.
07.12.00	GRANT FUNDING (CULTURAL PRESERVATION) The activities associated with the application for and receipt of grants and the provision of grants administered by the University. Includes reports to funding organisations.	
07.12.01	Records documenting the receipt of grant funds and the administration of funds relating to Cultural Preservation. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for specific accounting records, e.g. receipts, invoices, etc.</i>	TEMPORARY Destroy 7 years after action completed.
07.13.00	GUIDELINES (CULTURAL PRESERVATION) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures. <i>See 07.20.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 07.21.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i>	
07.13.01	Records documenting the development of guidelines and final versions of guidelines relating to Cultural Preservation.	TEMPORARY Destroy 7 years after superseded or revoked.
07.14.00	INSURANCE (CULTURAL PRESERVATION) The process of taking out premiums to cover loss or damage to art, artefacts and items in special collections. Includes contracts and negotiations with insurance providers. <i>See the Disposal Schedule for common Administrative Functions (DA 2157) COMPENSATION – CLAIMS for claims for lost, stolen or damaged personal property.</i>	
07.14.01	University copies of insurance policy documents and endorsements including new conditions imposed upon renewal relating to art, artefacts and items in special collections. <i>See 07.14.02 for insurance cover (Cultural Preservation).</i>	TEMPORARY Destroy 7 years after policy expires.
07.14.02	Records documenting administrative arrangements and determinations of amounts of insurance cover for art, artefacts and items in special collections. <i>See 07.14.01 for insurance policy documents (Cultural Preservation).</i>	TEMPORARY Destroy 2 years after action completed.

<p>07.15.00</p>	<p>INVENTORY & STOCKTAKE (CULTURAL PRESERVATION) The activities associated with listing and preparing lists works of art and artefacts and items in special collections in the possession of the University. Includes the examination, counting and valuing of works of art and artefacts and items in special collections with the view to reassessing the need for replacing those items, identifying missing items and determining the condition of the existing items.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ASSET REGISTER for recording all fixed assets owned by the University in a ledger (asset register).</i></p>	
<p>07.15.01</p>	<p>Inventories of works of art and artefacts and items in special collections.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>07.16.00</p>	<p>LEASING (CULTURAL PRESERVATION) The activities involved in leasing items, information, equipment, accommodation, premises or real estate from another organisation.</p> <p><i>See 07.01.00 ACQUISITION for acquisition of works of arts, artefacts and items for special collections.</i> <i>See 07.04.00 CONTRACTING-OUT for the leasing of services or personnel to the organisation.</i> <i>See 07.17.00 LEASING-OUT where the organisation is leasing out or lending to another organisation.</i></p>	
<p>07.16.01</p>	<p>Records documenting the University leasing or borrowing works of art and artefacts and items for special collections from another organisation.</p>	<p>TEMPORARY Destroy 1 year after lease or loan arrangement expires or is terminated.</p>
<p>07.17.00</p>	<p>LEASING-OUT (CULTURAL PRESERVATION) The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period. Includes conditions for leases and loans of items from special collections such as works of art & artefacts. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes sub-leasing.</p> <p>For the loan of items from special collections use CULTURAL PRESERVATION - LEASING-OUT.</p> <p><i>See 07.16.00 LEASING for leasing from another organisation.</i></p>	
<p>07.17.01</p>	<p>Records documenting the leasing-out or lending works of art and artefacts and items from special collections to another organisation.</p>	<p>TEMPORARY Destroy 1 year after lease or loan arrangement expires or is terminated.</p>
<p>07.18.00</p>	<p>MARKETING (CULTURAL PRESERVATION) The process of marketing and promoting exhibitions and special collections. Includes market research, advertising and marketing campaigns.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, and organising media interviews.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>07.18.01</p>	<p>Records relating to the marketing and promotion of works of art and artefacts and special collections.</p> <p><i>See 07.10.01 for exhibitions – curation (Cultural Preservation)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>07.19.00</p>	<p>PLANNING (CULTURAL PRESERVATION) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i> <i>See 23.06.00 STRATEGIC PLANNING - MASTERPLANNING for the strategic process that develops a concept plan that designs facilities and infrastructure and areas to meet needs identified by the University.</i></p>	
<p>07.19.01</p>	<p>Final versions of cultural preservation plans including:</p> <ul style="list-style-type: none"> • Security plans • Counter disaster plans <p><i>See 07.19.02 for the development of cultural preservation plans (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 2 years after plan is superseded.</p>
<p>07.19.02</p>	<p>Records documenting the development of cultural preservation plans including reports analysing issues, and comments received from other areas of the University.</p> <p><i>See 07.19.01 for final versions of cultural preservation plans (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 1 year after completion of final plan.</p>
<p>07.20.00</p>	<p>POLICY (CULTURAL PRESERVATION) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University</p> <p><i>See 07.13.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 07.21.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>07.20.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to cultural Preservation.</p> <p><i>See 07.21.02 for notices of new or changed policies, procedures, guidelines (Cultural Preservation).</i></p>	<p>PERMANENT</p>
<p>07.21.00</p>	<p>PROCEDURES (CULTURAL PRESERVATION) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 07.13.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 07.20.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>07.21.01</p>	<p>Records documenting the development of and final versions of procedures, manuals and instructions relating to cultural Preservation.</p> <p><i>See 07.21.02 for notices of new or changed policies, procedures, guidelines (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>

07.21.02	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to cultural Preservation.</p> <p><i>See 07.20.01 for policy (Cultural Preservation)</i> <i>See 07.21.01 for development of procedures and final versions of procedures (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
07.22.00	<p>QUALITY IMPROVEMENT (CULTURAL PRESERVATION) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See 07.19.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 07.25.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
07.22.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to cultural Preservation.</p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
07.23.00	<p>REPORTING (CULTURAL PRESERVATION) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 07.02.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
07.23.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Cultural Preservation.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
07.23.02	<p>Statistical information collected by or for the university relating to significant cultural Preservation activities.</p> <p><i>See 07.23.03 for statistics of non-significant activities (Cultural Preservation)</i></p>	<p>PERMANENT</p>
07.23.03	<p>Statistical information collected by or for the University relating to <u>non</u>-significant Cultural Preservation activities.</p> <p><i>See 07.23.02 for statistics of significant activities (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
07.23.04	<p>Records documenting responses to questionnaires and surveys relating to Cultural Preservation.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>07.24.00</p>	<p>RESEARCH (CULTURAL PRESERVATION) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the business activities of the University in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.</p> <p><i>See 19.00.00 RESEARCH MANAGEMENT for University staff conducting research which is funded by internal or external grants, and directed towards the innovation, introduction and improvement of products and processes and increasing of knowledge.</i> <i>See 07.09.00 EVALUATION for the initial evaluation of the suitability of collection items that are acquired by the University.</i> <i>See 07.20.00 POLICY for research into the formulation of policy.</i></p>	
<p>07.24.01</p>	<p>Records documenting research carried out to support the Cultural Preservation function.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>07.25.00</p>	<p>RISK MANAGEMENT (CULTURAL PRESERVATION) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 07.22.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See 07.26.00 SECURITY for measures taken to protect people, premises, equipment, data or information from accidental or intentional damage or from unauthorised access.</i></p>	
<p>07.25.01</p>	<p>Records documenting the identification of risks relating to the Cultural Preservation function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 07.25.02 for strategies to reduce the risk of fraud (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>07.25.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes risk registers and mitigation strategies.</p> <p><i>See 07.25.01 for risk management (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>07.26.00</p>	<p>SECURITY (CULTURAL PRESERVATION) The activities associated with measures taken to works of art and artefacts and items in special collections from accidental or intentional damage or from unauthorised access.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – SECURITY for security relating to University properties.</i></p>	
<p>07.26.01</p>	<p>Records documenting major security incidents relating to the Cultural Preservation function, including referral to a law enforcement agency.</p> <p><i>See 07.26.02 for security incidents that are not referred to law enforcement (Cultural Preservation).</i></p>	<p>PERMANENT</p>
<p>07.26.02</p>	<p>Records documenting security incidents relating to the Cultural Preservation function not referred to a law enforcement agency.</p> <p><i>See 07.26.01 for major security incidents referred to law enforcement (Cultural Preservation).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>07.26.03</p>	<p>Records documenting the management of security arrangements relating to the Cultural Preservation function.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

07.27.00	<p>STANDARDS (CULTURAL PRESERVATION)</p> <p>The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 07.13.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i></p> <p><i>See 07.20.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See 07.21.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION- CORPORATE STYLE for guidelines on the consistency in written style, graphic design etc. within the University's documents.</i></p>	
07.27.01	Records documenting the implementation of standards relating to Cultural Preservation.	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
07.28.00	<p>VISITS (CULTURAL PRESERVATION)</p> <p>The activities involved in arranging visits by students, other organisations and the public to the University, with a view to inform, educate or promote the services, operation and role of the University. Includes tours of cultural collections use CULTURAL PRESERVATION - VISITS.</p> <p><i>See 02.27.00 ACADEMIC ADMINISTRATION - RECRUITMENT for visits and tours by prospective students, and school and community groups.</i></p>	
07.28.01	Records documenting administrative arrangements for visits to the University by members of the public and other educational institutions to view cultural collections.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
07.28.02	Visitors' books.	<p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>

08.00.00

EMPLOYMENT & WORKPLACE RELATIONS

The function of managing all University employees, establishing and managing the organisational structure, and managing workplace and industrial relations with the University's employees and their representatives. (Employees include Academic, Professional and English Language Centre staff employed on either a full time, part-time or casual basis). Includes:

- employee conditions and entitlements
- employee recruitment
- workplace change
- reclassifications and promotions
- employee grievance and disciplinary processes
- performance management
- negotiations conducted to obtain enterprise agreements
- equity and diversity
- industrial disputes settled within the University or by an external arbiter
- reports on workplace and industrial relations within the University
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See the Disposal Schedule for Common Administrative Functions (DA 2157) COMPENSATION for providing compensation to employees injured whilst travelling on the University's behalf or during working hours.

See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - SALARIES for managing the payment of salaries to employees.

See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS for developing or acquiring, testing and implementing and managing applications and databases to support the Employment and Workplace Relations function.

See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT for encouraging employees to develop their skills and abilities to maximise their potential and increase their productivity.

See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for long term plans and policies regarding employees.

See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY for implementing and co-ordinating work health & safety and associated legislation throughout the University.

NOTE: This function maps to ESTABLISHMENT, INDUSTRIAL RELATIONS & PERSONNEL in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.

<p>08.01.00</p>	<p>AGREEMENTS (EMPLOYMENT & WORKPLACE RELATIONS) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 08.06.00 GRANT FUNDING for agreements relating to grants.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INDUSTRIAL RELATIONS for industrial award agreements and PERSONNEL employee performance agreements.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i></p>	
<p>08.01.01</p>	<p>Records relating to the arrangements for staff exchanges with other institutions to provide staff with opportunities to develop skills, teach or research at another institution while maintaining their substantive appointment.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>08.02.00</p>	<p>APPOINTMENTS (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with the appointment of staff to a position at the University.</p> <p><i>See 08.09.00 PRIZES AWARDS & SCHOLARSHIPS for nominating employees for honours, prizes and awards.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for appointments of University staff (not listed in 08.02.01).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INDUSTRIAL RELATIONS - COMMITTEES for appointment to committees other than University management committees where members are elected.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - REPRESENTATIVES for the nomination, appointment or resignation of individuals or groups appointed by the organisation or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups.</i></p>	
<p>08.02.01</p>	<p>Records relating to clinical, visiting and adjunct and honorary appointments. These may include;</p> <ul style="list-style-type: none"> • award of academic title • copies of curriculum vitae • letters of offer • appointment letters <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for the disposal of records relating to the appointment of all other University staff.</i></p>	<p>TEMPORARY Destroy 3 years after appointment ceases.</p>
<p>08.03.00</p>	<p>AUTHORISATION (EMPLOYMENT & WORKPLACE RELATIONS) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for authorisations to conduct financial transactions.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for authorisation for staff to undertake travel.</i></p>	
<p>08.03.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to Employment & Workplace Relations.</p>	<p>TEMPORARY Destroy 3 years after action completed</p>
<p>08.03.02</p>	<p>Records documenting delegations of authority relating to Employment & Workplace Relations.</p> <p><i>See 12.05.01 for the Delegations Register.</i></p>	<p>TEMPORARY Destroyed 10 years after superseded or revoked.</p>

08.04.00	DATA ADMINISTRATION (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with maintaining and using data including data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS- DATABASE MANAGEMENT for the management of the system that supports the data.</i>	
08.04.01	Records documenting the maintenance and use of data held in human resources systems including data migration strategies and the application of processes to protect data from accidental loss or corruption.	TEMPORARY Destroy 2 years after action completed.
08.05.00	ENQUIRIES (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with the handling of requests for information about the University and its services by the general public or another University. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – COUNSELLING for advice provided to staff.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i>	
08.05.01	Records documenting enquiries requesting general information relating to Employment & Workplace Relations. <i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after date closed
08.06.00	GRANT FUNDING (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations. <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for teaching and professional development grants.</i> <i>See 08.09.00 PRIZES AWARDS & SCHOLARSHIPS for teaching awards.</i>	
08.06.01	Records documenting the receipt and issue of grant funds and the administration of grants relating to Employment & Workplace Relations. Includes loans provided to staff for accommodation and housing purposes. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices etc.</i>	TEMPORARY Destroy 7 years after action completed or 7 years after loan has been paid in full.
08.07.00	GUIDELINES (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.	
08.07.01	Records documenting the development of guidelines and final versions of guidelines relating to Employment & Workplace Relations.	TEMPORARY Destroy 7 years after superseded or revoked.

<p>08.08.00</p>	<p>LEAVE PROVISIONS (EMPLOYMENT & WORKPLACE RELATIONS) The process of administering leave provisions for which academic staff are eligible. Includes leave provisions included in staff agreements.</p> <p><i>See 20.12.00 RESEARCH TRAINING - LEAVE PROVISIONS for leave provisions for research candidates.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - LEAVE for managing leave entitlements for all other staff.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for arrangements relating to working hours.</i></p>	
<p>08.08.01</p>	<p>Study leaves reports prepared by Academic staff.</p> <p><i>See 08.08.03 for Academic staff leave applications (Employment & Workplace Relations)</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>08.08.02</p>	<p>Study leave booklets containing details of all applications for study or professional development leave made by academic staff.</p> <p><i>See 08.08.03 for Academic staff study leave applications (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>08.08.03</p>	<p>Records relating to applications for study or professional development leave for Academic staff to enhance their professional experience. Also referred to as sabbatical or special studies programs.</p> <p><i>See 08.08.01 for Academic staff study leave reports (Employment & Workplace Relations).</i> <i>See 08.08.02 for study leave booklet (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 3 years after action completed</p>
<p>08.09.00</p>	<p>PRIZES AWARDS & SCHOLARSHIPS (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with the establishment of the rules, and conditions and the provision of internal and external prizes, awards, scholarships and bursaries. Includes awards provided to staff including awards for teaching excellence.</p> <p><i>See 02.23.00 ACADEMIC ADMINISTRATION - PRIZES AWARDS & SCHOLARSHIPS for prizes awarded to students for outstanding achievement.</i> <i>See 22.02.00 STAFF DEVELOPMENT – GRANT FUNDING for financial assistance grants provided to staff for professional development.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions relating to the payment arrangements relating to prizes and awards.</i></p>	
<p>08.09.01</p>	<p>Records relating to the establishment of staff awards including teaching excellence awards. Includes rules, conditions and selection criteria.</p> <p><i>See 08.09.02 for staff awards granted (Employment & Workplace Relations)</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>08.09.02</p>	<p>Records relating to the granting of awards to staff members including teaching excellence awards. Includes applications for nomination for the award.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for records retained as part of the personnel file.</i> <i>See 08.09.01 for the establishment of staff awards - (Employment & Workplace Relations)</i> <i>See 08.09.03 for nominations for staff awards not granted (Employment & Workplace Relations)</i></p>	<p>TEMPORARY Destroy when the recipient reaches 75 years of age or 7 years after separation, whichever is the later.</p>
<p>08.09.03</p>	<p>Records relating to staff nominations for awards which are <u>not</u> granted.</p> <p><i>See 08.09.01 for the establishment of staff awards (Employment & Workplace Relations).</i> <i>See 08.09.02 for staff awards granted (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>08.10.00</p>	<p>QUALITY IMPROVEMENT (EMPLOYMENT & WORKPLACE RELATIONS) The process of improving and maintaining excellence across all University activities, services and processes in staff support and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for planning including determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 08.13.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>08.10.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Employment & Workplace Relations.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>08.11.00</p>	<p>RECLASSIFICATION & PROMOTION (EMPLOYMENT & WORKPLACE RELATIONS) The activities associated with the promotion of Academic staff from one level to the first increment of the next level as a reward for performance.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – VARIATIONS for the reclassification of professional staff.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – PERFORMANCE MANAGEMENT for evaluating work performance.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) ESTABLISHMENT for job design and position descriptions.</i></p>	
<p>08.11.01</p>	<p>Records relating to promotions of Academic staff at or above the level of Associate Professor. Includes applications, recommendations, approvals and advice of decisions.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL for records placed on the employee's personnel file.</i> <i>See 08.11.02 for academic staff (Employment & Workplace Relations).</i> <i>See 08.11.03 for academic staff promotion appeals (Employment & Workplace Relations).</i></p>	<p>PERMANENT</p>
<p>08.11.02</p>	<p>Records relating to promotions awarded to Academic staff <u>under</u> Associate Professor level. Includes applications, recommendations, approvals and advice of decision.</p> <p><i>See 08.11.01 for promotions Associate Professor level and above (Employment & Workplace Relations).</i> <i>See 08.11.03 for academic staff promotion appeals (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 75 years after date of birth or 7 years after separation whichever is the later.</p>
<p>08.11.03</p>	<p>Records relating to appeals against promotion decisions for academic staff.</p> <p><i>See 08.11.02 for academic staff (Employment & Workplace Relations).</i> <i>See 08.11.01 for promotions Associate Professor level and above (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 2 years after appeal period expires.</p>

<p>08.12.00</p>	<p>RECRUITMENT (EMPLOYMENT & WORKPLACE RELATIONS) The process of recruiting which includes recruitment of academic staff including. Includes recruitment of staff undertaken by outside organisations, approval to fill existing staff vacancies, the advertising of vacant positions and the handling of applications, interviews, selection, culling and appointment.</p> <p><i>See 19.32.00 RESEARCH MANAGEMENT- RECRUITMENT for the recruitment of people (including volunteers) for research trials or studies, such as medical trials.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - RECRUITMENT for the recruitment of professional staff and volunteers.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - MARKETING for recruitment campaigns.</i></p>	
<p>08.12.01</p>	<p>Records relating to the recruitment of the Chancellor, Vice-Chancellor, Pro Vice Chancellor, Provost, Deputy Vice-chancellor and equivalent positions. Includes details of vacant positions including classification and salary and job description, schedule of applicants, successful applications and supporting documentation selection reports and final recommendations.</p> <p><i>See 08.12.02 for the recruitment of academic staff (Employment & Workplace Relations).</i></p>	<p>PERMANENT</p>
<p>08.12.02</p>	<p>Records relating to the recruitment of advertised academic positions including unsuccessful applications, interview reports, etc. Includes offers to successful applicants who do not accept/commence and selection papers where no candidate is short-listed and/or interviewed.</p> <p><i>See 08.12.01 for the recruitment of senior academic staff (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>08.13.00</p>	<p>RISK MANAGEMENT (EMPLOYMENT & WORKPLACE RELATIONS) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 08.10.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for measures taken to protect people, premises, equipment, data or information from accidental or intentional damage or from unauthorised access.</i></p>	
<p>08.13.01</p>	<p>Records documenting the identification of risks relating to the employment & Workplace relations function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 08.13.02 for strategies to reduce the risk of fraud (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>08.13.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 08.13.01 for Risk, Management (Employment & Workplace Relations).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>09.00.00</p>	<p>EQUIPMENT PLANT & STORES The function of acquiring, supplying, maintaining, repairing and disposing of equipment, plant (machinery and fixtures) and stores stocked and used by the University. Includes instruments (including research instruments), implements, tools, machines, plant, furniture, furnishings, chemicals, kitchen/cleaning items, medical supplies and stationery.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES for the storage of chemicals and controlled substances in accordance with relevant legislation and regulation.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES for the registration of plant.</i> <i>See 19.36.05 RESEARCH MANAGEMENT for the acquisition, storage and disposal of radioactive substances and radiation equipment (including X-ray equipment).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – ASSET REGISTER for the monitoring and assessment of equipment with an economic life of over 12 months.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS for the management of information & communications technology equipment such as telephones, facsimiles, photocopiers, multi-purpose centres, computer hardware and software.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - CONSTRUCTION for furniture, furnishings and equipment obtained as part of a refurbishment.</i></p> <p>NOTE: This function maps to EQUIPMENT & STORES in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>09.01.00</p>	<p>AUTHORISATION (EQUIPMENT PLANT & STORES) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p>	
<p>09.01.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to Equipment Plant & Stores.</p> <p><i>See 09.01.02 for delegations of authority (Equipment Plant & Stores).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>09.01.02</p>	<p>Records documenting delegations of authority relating to Equipment Plant & Stores.</p> <p><i>See 12.05.01 for the Delegations Register.</i> <i>See 09.01.01 for Authorisations (Equipment Plant & Stores)</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>

<p>09.02.00</p>	<p>QUALITY IMPROVEMENT (EQUIPMENT PLANT & STORES) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 09.03.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>09.02.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Equipment Plant & Stores.</p> <p><i>See 02.01.01 etc. (add see references as required)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>09.03.00</p>	<p>RISK MANAGEMENT (EQUIPMENT PLANT & STORES) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 09.02.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES - AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES - SECURITY for measures taken to protect equipment from accidental or intentional damage or from unauthorised access.</i></p>	
<p>09.03.01</p>	<p>Records documenting the identification of risks relating to the Equipment Plant & Stores function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 09.04.02 for strategies to reduce the risk of fraud (Equipment Plant & Stores).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>09.03.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 09.04.01 for risk management (Equipment Plant & Stores).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

10.00.00	<p>FINANCIAL MANAGEMENT</p> <p>The function of managing the University's financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures; financial planning, framing budgets and budget submissions; obtaining grants; managing funds in the form of allocations and revenue from charging; trading and investments.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p> <p><i>See 26.00.00 UNIVERSITY DEVELOPMENT & ALUMNI for managing relationships and building support for the advancement of the University in order to increase the University's financial support from its key outside constituents.</i></p> <p>NOTE: This function maps to FINANCIAL MANAGEMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
10.01.00	<p>ADVICE (FINANCIAL MANAGEMENT)</p> <p>The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i></p>	
10.01.01	Records documenting the receipt and provision of formal advice relating to Financial Management.	TEMPORARY Destroy 7 years after action completed.
10.02.00	<p>FINANCIAL SYSTEMS & SECURITY (FINANCIAL MANAGEMENT)</p> <p>The activities associated with maintaining and using the data, held in the financial system. Includes metadata management and access controls to ensure the security of the data.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS - DATABASE MANAGEMENT for the management of the system that supports the data.</i></p>	
10.02.01	Records documenting the maintenance and use of data held in financial systems including metadata management, data migration strategies and the application of processes to protect data from loss or corruption.	TEMPORARY Destroy 7 years after action completed.
10.03.00	<p>GUIDELINES (FINANCIAL MANAGEMENT)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
10.03.01	Records documenting the development of guidelines and final versions of guidelines relating to Financial Management.	TEMPORARY Destroy 7 years after superseded or revoked.

<p>10.04.00</p>	<p>PLANNING (FINANCIAL MANAGEMENT) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i> <i>See 23.06.00 STRATEGIC PLANNING - MASTERPLANNING for the strategic process that develops a concept plan that designs facilities and infrastructure and areas to meet needs identified by the University.</i></p>	
<p>10.04.01</p>	<p>Records documenting the development and revision of business plans relating to Financial Management including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
<p>10.05.00</p>	<p>PROJECTS (FINANCIAL MANAGEMENT) The process of bringing about change by the management of a group of inter-related activities that are planned, and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints, in accordance with the University's Project Management Methodology. Includes all project documentation including plans, tools and reports. Also includes research undertaken as part of a project.</p>	
<p>10.05.01</p>	<p>Records documenting the management of projects relating to financial management. Includes project management methodology documentation as appropriate to the scope of the project.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>10.06.00</p>	<p>QUALITY IMPROVEMENT (FINANCIAL MANAGEMENT) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See 10.04.00 PLANNING for formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>10.06.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Financial Management.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>11.00.00</p>	<p>FLEET MANAGEMENT The function of managing vehicles including sea-going boats and vessels owned or leased by the University. Includes the acquisition, disposal, leasing, leasing-out, maintenance, and registration of vehicles.</p> <p>Vehicles are any means of conveyance owned or used by the University to transport people or items, including special purpose vehicles, light motor vehicles, boats, aeroplanes, motorcycles, bicycles etc.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES for acquiring, managing, maintaining, repairing and disposing of plant and machinery. See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ASSET REGISTER for the monitoring and analysis of the agency's fleet as a corporate asset.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT for managing land and working, storage or living space within facilities, centrally managed learning spaces, and specialised training and research facilities located on and off campus including non-seagoing ships utilised by the Australian Maritime College as training facilities.</i></p> <p>NOTE: This function maps to FLEET MANAGEMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>11.01.00</p>	<p>AUTHORISATION (FLEET MANAGEMENT) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
<p>11.01.01</p>	<p>Records documenting delegations of authority relating to Fleet Management.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT for authorisations for the use of all types of vehicles, vessels, boats, etc.</i></p> <p><i>See 12.05.01 for the Delegations Register.</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>
<p>11.02.00</p>	<p>GUIDELINES (FLEET MANAGEMENT) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT – POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT – PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>11.02.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Fleet Management.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>

<p>11.03.00</p>	<p>LEASING-OUT (FLEET MANAGEMENT) The activities involved in leasing-out vehicles including sea-going boats and vessels to another organisation or person for a specified period. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes sub-leasing. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT - LEASING for leasing from another organisation.</i></p>	
<p>11.03.01</p>	<p>Records relating to the leasing-out of University owned vehicles, vessels or boats to outside organisations or persons, including loan conditions and responsibilities of both parties.</p>	<p>TEMPORARY Destroy 7 years after lease expires.</p>
<p>11.04.00</p>	<p>QUALITY IMPROVEMENT (FLEET MANAGEMENT) The process of improving and maintaining excellence across all University activities, services and processes and administration. See 11.06.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>11.04.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Fleet Management.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>11.05.00</p>	<p>REGISTRATION (FLEET MANAGEMENT) The process of entering details in an official list including the registration of recreational boats and commercial vessels. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT – COMPLIANCE for the registration of motor vehicles.</i></p>	
<p>11.05.01</p>	<p>Records relating to the registration of ships, commercial vessels and boats owned and operated by the University. These may include:</p> <ul style="list-style-type: none"> • Renewal notices • Inspection declarations • Audit arrangements. <p><i>See 11.05.04 for Vessel Survey Record Books including certificates of registration and survey reports (Fleet Management).</i> <i>See 11.05.02 for certificate of registration for ships.</i></p>	<p>TEMPORARY Destroy 2 years after renewal of the registration or disposal of the ship or vessel whichever is the latter.</p>
<p>11.05.02</p>	<p>Certificate of registration (for ships registered on the Australian Ship Register). <i>See 11.05.04 for Vessel Survey Record Books including certificates of registration and survey reports (Fleet Management).</i> <i>See 11.05.01 for registration of ships, commercial vessels and boats (Fleet Management).</i></p>	<p>TEMPORARY Return to the Office of Ship Registration (AMSA) when ship ceases to be entitled to registration or is sold.</p>
<p>11.05.03</p>	<p>Records relating to initial survey of ships and the initial and periodic survey of commercial vessels owned or operated by the university. These may include:</p> <ul style="list-style-type: none"> • Renewal notices • Inspection declarations • Audit notifications and reports • Ship survey and inspection reports. <p><i>See 11.05.04 for Vessel Survey Record Books including certificates of registration and survey reports (Fleet Management).</i></p>	<p>TEMPORARY Destroy 7 years after action is completed or disposal of the ship or vessel whichever is the later.</p>

11.05.04	Vessel Survey Record Books (VRSB) containing survey procedures, survey reports and certificates of registration for commercial vessels.	TEMPORARY Retain until the ship or vessel is sold or decommissioned when they should be transferred to the new owner or relevant regulatory organisation.
11.06.00	<p>RISK MANAGEMENT (FLEET MANAGEMENT)</p> <p>The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 11.04.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT - ACCIDENTS for dealing with mishaps causing injury or damage or incidents that have the potential to cause injury.</i></p>	
11.06.01	<p>Records documenting the identification of risks relating to the Fleet Management function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i></p> <p><i>See 11.06.02 for strategies to reduce the risk of fraud (Fleet Management).</i></p>	TEMPORARY Destroy 7 years after action completed.
11.06.02	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 11.06.01 for risk management (Fleet Management)/</i></p>	TEMPORARY Destroy 7 years after action completed.

<p>12.00.00</p>	<p>GOVERNANCE</p> <p>The function of governing the University. Includes:</p> <ul style="list-style-type: none"> • management of the governance structure including the University Council, Academic Senate, and other peak University committees including administrative support to these governing bodies • development, review and amendment of University legislation, Ordinances, Rules and By-Laws • development, review and amendment of Policies, Procedures and Guidelines • development, review and amendment of Governance Level Principles • authorisation and management of delegations documentation • establishment, acquisition and disposal of an interest in University of Tasmania Entities • agreements with University Business Enterprises by way of Memoranda & Articles <p><i>See 23.00.00 STRATEGIC PLANNING for applying broad systematic management planning for the University.</i></p> <p><i>See 14.00.00 INDEPENDENT & COMMERCIAL SERVICES for managing the University's relationship with commercial business activities, both those operating independently of, and those reliant on, either full or partial funding from the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i></p>	
<p>12.01.00</p>	<p>ACQUISITION (GOVERNANCE)</p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. Includes the establishment or acquisition of an interest in a University of Tasmania Entity.</p> <p>For the establishment or acquisition of an interest in a University of Tasmania Entity use GOVERNANCE - ACQUISITION.</p> <p><i>See 12.06.01 BOARDS & COMMITTEES for the approval of constitutional documents by the University Council.</i></p> <p><i>See 12.05.00 AUTHORISATION for the process of seeking or gaining permission prior to commencing the acquisition process.</i></p> <p><i>See 12.08.00 CONTRACTING-OUT for obtaining the services of contractors and consultants, and for the process of receiving and assessing tenders.</i></p>	
<p>12.01.01</p>	<p>Records documenting the establishment or acquisition of an interest in a University of Tasmania Entity including:</p> <ul style="list-style-type: none"> • company constitutions • contracts • memoranda of understanding • correspondence <p><i>See 12.06.01 for minutes of the university Council for the approval of constitutional documents by the University Council.</i></p> <p><i>See 12.09.01 for the disposal or decrease in interest in University of Tasmania Entities (Governance).</i></p>	<p>PERMANENT</p>

<p>12.02.00</p>	<p>ADVICE (GOVERNANCE) The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising. <i>See The Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i></p>	
<p>12.02.01</p>	<p>Records documenting the receipt and provision of advice relating to Governance.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>12.03.00</p>	<p>AGREEMENTS (GOVERNANCE) The processes associated with the establishment, maintenance, review and negotiation of agreements including Memoranda of Understanding (MOU) and Service Level Agreements. Includes agreements with University Business Enterprises. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i> <i>See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for agreements with service providers for campus services such as child care, mail delivery & collection, security and cleaning.</i></p>	
<p>12.03.01</p>	<p>Records documenting the original establishment of the University including agreements and Letters of patent.</p>	<p>PERMANENT</p>
<p>12.04.00</p>	<p>AUDIT (GOVERNANCE) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period. <i>See 23.02.00 STRATEGIC PLANNING - AUDIT for the University's participation in external quality assurance audits conducted by external university quality and standard agencies.</i> <i>See 12.07.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>12.04.01</p>	<p>External and internal audit reports relating to the Governance function. <i>See 12.06.01 for the reports provided to the Audit and Risk Management Committee.</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later.</p>
<p>12.05.00</p>	<p>AUTHORISATION (GOVERNANCE) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
<p>12.05.01</p>	<p>Delegations Register. <i>See 12.05.03 for delegations of authority (Governance).</i></p>	<p>PERMANENT</p>
<p>12.05.02</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to Governance. <i>See 12.05.03 for delegations of authority (Governance).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>12.05.03</p>	<p>Records documenting delegations of authority relating to the Governance function. <i>See 12.05.02 for authorisations (Governance)</i> <i>See 12.05.01 for the Delegations Register (Governance).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>

<p>12.06.00</p>	<p>BOARDS & COMMITTEES (GOVERNANCE) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc) including key University committees and boards. Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See BOARDS & COMMITTEES under the other functions for non-key University committees and boards.</i> <i>See 12.14.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>12.06.01</p>	<p>Records of the University key committees and boards including:</p> <ul style="list-style-type: none"> • University Council • University Council Committees • Senior Management Team (SMT) • Senior Management Team Committees • Academic Senate • Academic Senate Committees • Other Peak University Committees • Faculty, School and Institute Key Committees (including Learning and Teaching Committee, Research Committee & Executive Committee) • Institute Boards <p>Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee/board • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee/board • submissions presented to the committee/board <p><i>See 12.06.03 for committees administration (Governance)</i></p>	<p>PERMANENT</p>
<p>12.06.02</p>	<p>Records of external committees relating to Governance where the University participates but does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 12.14.01 for meetings (Governance)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>12.06.03</p>	<p>Records documenting the conduct and administration of committees relating to Governance.</p> <p><i>See 12.06.01 for Key University committees & Boards (Governance)</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>12.07.00</p>	<p>COMPLIANCE (GOVERNANCE) The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 12.04.00 AUDIT for the process of validating compliance against records.</i></p>	
<p>12.07.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Governance.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

12.08.00	<p>CONTRACTING-OUT (GOVERNANCE)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
12.08.01	<p>University contract registers.</p> <p><i>See 12.08.02 for signed contracts and contract management (Governance).</i></p>	PERMANENT
12.08.02	<p>Records documenting the management of contracts relating to Governance including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University contract registers.</i> <i>See 12.08.03 for the development and issue of tender documents (Governance)</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract</p>
12.08.03	<p>Records documenting the development and issue of tender documents relating to the Governance function and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 12.08.02 for signed contracts and contract management (Governance)</i> <i>See 12.08.04 for unsuccessful tender and offers and tenders that do not proceed (Governance)</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after tender process completed</p>
12.08.04	<p>Records documenting unsuccessful tenders and offers, and tenders received where the tender process does not proceed.</p> <p><i>See 12.08.03 for the development and issue of tender documents (Governance).</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
12.09.00	<p>DISPOSAL (GOVERNANCE)</p> <p>The activities associated with the disposal of or the decrease in the University's level of interest in University of Tasmania Entities.</p>	
12.09.01	<p>Records document the disposal of or decrease in the university's level of interest in University of Tasmania Entities including the sale of shares and winding-up of a company.</p> <p><i>See 12.01.01 for the establishment or acquisition of an interest in a University of Tasmania entity (Governance).</i></p>	PERMANENT

12.10.00	GOVERNANCE LEVEL PRINCIPLES (GOVERNANCE) The activities associated with developing, reviewing, amending and managing governance level principles which provide University-wide direction and guidance, establish priorities and allocate responsibilities in key areas.	
12.10.01	Final versions of approved Governance Level principles. <i>See 12.10.02 for the development, approval and management of Governance Level Principles (Governance).</i>	PERMANENT
12.10.02	Records relating to the development, approval and management of governance Level Principles. <i>See 12.10.01 for final versions of Governance Level Principles (Governance).</i>	TEMPORARY Destroy 7 years after superseded.
12.11.00	GUIDELINES (GOVERNANCE) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures. <i>See 12.15.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 12.16.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i>	
12.11.01	Records documenting the development of guidelines and final versions of guidelines relating to the Governance function. <i>See 12.16.02 for notices of new or changed policies, procedures or guidelines (Governance)</i>	TEMPORARY Destroy 7 years after superseded or revoked.
12.12.00	LEGISLATION (GOVERNANCE) The process of making and amending laws. Includes formulating and amending legislation which provides the legislative basis for the University including the University of Tasmania Act, Ordinances, Rules and By-Laws. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i> <i>See the relevant function for compliance with legislation that may have an impact on the operation of a particular area, e.g. ACADEMIC ADMINISTRATION - COMPLIANCE.</i>	
12.12.01	Records relating to the development and amendment of the University Act. See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - LEGISLATION for the preparation and passage of legislation through parliament including the University Act. <i>See 12.12.03 for the development and amendment of Ordinances, Rules and By-Laws (Governance)</i>	PERMANENT
12.12.02	Final versions of approved Ordinances, Rules and By-Laws. <i>See 12.12.03 for the development and amendment of Ordinances, Rules and By-Laws (Governance)</i>	PERMANENT
12.12.03	Records documenting the development and amendment of Ordinances, Rules and By-Laws. <i>See 12.12.02 for final versions of Ordinances, Rules and By-Laws (Governance)</i> <i>See 12.12.01 for the development and amendment of the University Act (Governance)</i>	TEMPORARY Destroy 7 years after action completed.

12.13.00	<p>LIAISON (GOVERNANCE)</p> <p>The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 12.02.00 ADVICE for formal advice.</i> <i>See 12.06.00 BOARDS & COMMITTEES or 12.14.00 MEETINGS for liaison through committees or meetings.</i></p>	
12.13.01	<p>Records documenting liaison activities relating to Governance including the exchange of information, collaboration on projects, and all the activities involving the University as a member of an organisation.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
12.14.00	<p>MEETINGS (GOVERNANCE)</p> <p>The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc.</p> <p><i>See 12.06.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i></p>	
12.14.01	<p>Minutes, agendas and supporting documentation of ad-hoc meetings (not considered committees) relating to the Governance function. <i>See 12.06.02 for external committees not administered by the University (Governance)</i></p> <p><i>See 12.06.01 for Key University Committees & Boards (Governance)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
12.15.00	<p>POLICY (GOVERNANCE)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 12.07.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 12.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 12.16.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
12.15.01	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to the Governance function.</p> <p><i>See 12.16.02 for notices of new or changed policies, procedures or guidelines (Governance)</i></p>	<p>PERMANENT</p>
12.16.00	<p>PROCEDURES (GOVERNANCE)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 12.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 12.15.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
12.16.01	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to the Governance function.</p> <p><i>See 12.16.02 for notices of new or changed policies, procedures or guidelines (Governance)</i></p>	<p>TWMPORARY Destroy 7 years after superseded</p>

12.16.02	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to the Governance function.</p> <p><i>See 12.06.01 for the development of procedures (Governance).</i> <i>See 12.11.01 for guidelines (Governance)</i> <i>See 12.15.01 for policy (Governance)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
12.17.00	<p>QUALITY IMPROVEMENT (GOVERNANCE) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 12.20.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
12.17.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Governance.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
12.18.00	<p>REGISTRATION (GOVERNANCE) The process of entering details in an official list including the registration of business names.</p>	
12.18.01	<p>Records documenting the registration of business names for University of Tasmania entities.</p>	<p>TEMPORARY Destroy 13 years after registration lapses.</p>
12.19.00	<p>REPORTING (GOVERNANCE) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 12.06.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
12.19.01	<p>Final versions of formal internal and external reports prepared by or for the university relating to the Governance function.</p> <p><i>See 12.19.02 for the development of reports (Governance).</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
12.19.02	<p>Records documenting the development of formal internal and external reports relating to the Governance function.</p> <p><i>See 12.19.01 for final versions of Reports (Governance).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
12.19.03	<p>Statistical information collected by or for the University relating to significant Governance activities.</p> <p><i>See 12.19.04 for statistics of non-significant activities (Governance).</i></p>	<p>PERMANENT</p>
12.19.04	<p>Statistical information collected by or for the University relating to non-significant Governance activities.</p> <p><i>See 12.19.03 for statistics of significant activities (Governance).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
12.19.05	<p>Records documenting responses to questionnaires and surveys relating to the Governance function.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>12.20.00</p>	<p>RISK MANAGEMENT (GOVERNANCE) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices. See 12.04.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period. <i>See 12.17.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>12.20.01</p>	<p>Records documenting the identification of risks relating to the Governance function. Includes risk registers and mitigation strategies. <i>See 23.09.01 for the corporate risk register.</i> <i>See 12.20.02 for strategies to reduce the risk of fraud (Governance).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>12.20.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies. <i>See 12.20.01 for risk management (Governance).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>13.00.00</p>	<p>GOVERNMENT RELATIONS The function of administering the formal relationship between the University and those processes of government not covered by other functions. Includes the University's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquires and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS for informal interaction with government organisations.</i> <i>See 04.06.00 COMMUNITY ENGAGEMENT - PROTOCOL for protocol relating to visits to the University by distinguished persons including government officials.</i> <i>See 26.00.00 UNIVERSITY DEVELOPMENT & ALUMNI for managing relationships and building support for the advancement of the University in order to increase the University's financial support from its key outside constituents including government policy makers.</i> NOTE: This function maps to GOVERNMENT RELATIONS in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>13.01.00</p>	<p>LIAISON (GOVERNMENT RELATIONS) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects. <i>See the relevant University function/activity for ongoing professional relationships with Government organisations.</i></p>	
<p>13.01.01</p>	<p>Records documenting liaison activities relating to Government Relations. Includes the exchange of information, collaboration on projects, and all the activities involving the University as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>13.02.00</p>	<p>PLANNING (GOVERNMENT RELATIONS) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See the disposal Schedule for Common Administrative Functions (DA2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>13.02.01</p>	<p>Records documenting the development and revision of business plans relating to Government Relations including final versions of plans. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<p>13.03.00</p>	<p>QUALITY IMPROVEMENT (GOVERNMENT RELATIONS) The process of improving and maintaining excellence across all University activities, services, processes and administration. <i>See 13.02.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 13.04.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>13.03.01</p>	<p>Records documenting the development implementation of processes to improve and maintain excellence across all activities, services and processes relating to Government Relations.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>13.04.00</p>	<p>(GOVERNMENT RELATIONS) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices. <i>See 13.03.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>13.04.01</p>	<p>Records documenting the identification of risks relating to the Governance function. Includes risk registers and mitigation strategies. <i>See 23.09.01 for the corporate risk register.</i> <i>See 13.04.02 for strategies to reduce the risk of fraud (Government Relations).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>13.04.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies. <i>See 13.04.01 for risk management (Government Relations).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>14.00.00</p>	<p>INDEPENDENT & COMMERCIAL SERVICES</p> <p>The function of managing the University's commercial business services, both those operating independently and those reliant on either full or partial funding from the University. Includes University Business Enterprises and other commercial activities such as Unigym, Uniprint, staff clubs, graduate organisations, convention management and venue hire. Includes contracts for outsourcing with service providers for campus services such as child care and mail delivery and collection.</p> <p>Note: Records created by service providers are not covered by this function. Use the relevant function and activity exactly as you would for a record created by a University of Tasmania business unit.</p> <p><i>See 06.06.00 COURSES & UNITS - CONSULTANCY SERVICES or 19.11.00 RESEARCH MANAGEMENT – CONSULTANCY SERVICES for the provision of advice and specialised knowledge to outside organisations by University of Tasmania staff, usually on a fee for service basis.</i></p> <p><i>See 21.00.00 RESIDENTIAL STUDENT SERVICES for the provision of student residential accommodation and related services to students.</i></p> <p><i>See 12.00.00 GOVERNANCE for agreements with University Business Enterprises by way of Memoranda & Articles.</i></p> <p><i>See 11.00.00 FLEET MANAGEMENT and the Disposal Schedule for Common Administrative Functions (DA 2157) FLEET MANAGEMENT for the management of the University's Vehicle Fleet.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>14.01.00</p>	<p>ADVICE (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with offering opinions by or to the University as to an action or judgement.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office.</i></p> <p><i>See 14.09.00 ENQUIRIES for requests for information about the University and its services by the general public or another University.</i></p>	
<p>14.01.01</p>	<p>Records documenting the receipt and provision of advice relating to Independent & Commercial Services.</p> <p><i>See 14.09.01 for enquiries requesting general information (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.02.00</p>	<p>AUDIT (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</p> <p><i>See 14.06.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>14.02.01</p>	<p>External and internal audit reports relating to the Independent & Commercial Services function.</p> <p><i>See 12.06.01 for reports provided to the Audit and Risk Management Committee.</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit.</p>
<p>14.03.00</p>	<p>AUTHORISATION (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA2157) FINANCIAL MANAGEMENT – AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
<p>14.03.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to Independent & Commercial Services.</p> <p><i>See 14.03.02 for delegations of authority (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>

<p>14.03.02</p>	<p>Records documenting delegations of authority relating to Independent & Commercial Services.</p> <p><u>See 12.05.01 for the Delegations Register.</u> <u>See 14.03.01 for authorisations (Independent & Commercial Services)</u></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>
<p>14.04.00</p>	<p>BOARDS & COMMITTEES (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><u>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</u> <u>See 14.15.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</u></p>	
<p>14.04.01</p>	<p>Records of internal committees relating to Independent & Commercial Services that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><u>See 12.06.01 for Key University Committees & Boards (Governance).</u> <u>See 14.04.02 for external committees administered by the University (Independent & Commercial Services).</u> <u>See 14.04.03 for external committees not administered by the University (Independent & Commercial Services).</u> <u>See 14.04.04 for committee administration (Independent & Commercial Services).</u> <u>See 14.15.01 for meetings (Independent & Commercial Services).</u></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.04.02</p>	<p>Records of external committees relating to Independent & Commercial Services where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><u>See 14.04.03 for external committees not administered by the University (Independent & Commercial Services)</u> <u>See 14.04.04 for committee administration (Independent & Commercial Services)</u> <u>See 14.15.01 for meetings (Independent & Commercial Services)</u></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.04.03</p>	<p>Records of external committees relating to Independent & Commercial Services where the University participates but does <u>not</u> have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • Copies of minutes • Agenda papers • Copies of reports presented to the committee • Copies of submissions presented to the committee. <p><u>See 14.04.02 for external committees administered by the University (Independent & Commercial Services).</u> <u>See 14.15.01 for meetings (Independent & Commercial Services).</u></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>14.04.04</p>	<p>Records documenting the conduct and administration of committees relating to Independent & Commercial Services.</p> <p><i>See 14.04.02 for external committees administered by the University (Independent & Commercial Services).</i></p> <p><i>See 14.04.01 for internal committees that are <u>not</u> key University Committees (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>14.05.00</p>	<p>CLIENT SERVICES (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with the provision of services to clients of independent or commercial services where the service is provided directly by the University.</p> <p>Note: <i>The University no longer provides child care services - these are provided by private providers operating independently of the University.</i></p>	
<p>14.05.01</p>	<p>Applications for Unigym membership and participation in Unigym programs including disclaimer forms and health screening forms.</p> <p><i>See 14.05.02 for Unify members' personal training programs.</i></p>	<p>TEMPORARY Destroy 7 years after last attendance (provided the client has attained the age of 25 years).</p>
<p>14.05.02</p>	<p>Records of Unigym members personal training programs.</p> <p><i>See 14.05.01 for Unify member applications, disclaimer and health screening forms (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 1 year after action completed.</p>
<p>14.05.03</p>	<p>University Psychology Clinic client records.</p>	<p>TEMPORARY Destroy 7 years after last attendance or official contact between facility and client (Including access on behalf of client) provided client has attained age of 25 years.</p>
<p>14.05.04</p>	<p>Client records of the now defunct Medical Centre.</p>	<p>TEMPORARY Destroy 31 December 2028</p>
<p>14.05.05</p>	<p>Records relating to the provision of child care services that were provided directly by the University. Including:</p> <ul style="list-style-type: none"> • childcare enrolment • contact information • childcare attendance • parental authorisations • permissions for medical emergencies, treatment and administration of medication • childcare accident and injury reports • documentation relating to notifiable diseases • register of childcare accidents and incidents • security screening for volunteers, or regular visitors • childcare staff rosters • investigations of complaints relating to persons working in childcare <p>Note <i>The University no longer provides child care services – these are provided by private providers operating independently of the University. This class 1 for records dating from when the University still provided these services directly.</i></p>	<p>TEMPORARY Destroy when the child reaches the age of 25 years.</p>

I4.06.00	<p>COMPLIANCE (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See I4.02.00 AUDIT for the process of validating compliance against records.</i></p>	
I4.06.01	Records documenting the University's compliance with mandatory or optional accountability requirements relating to Independent & Commercial Services.	TEMPORARY Destroy 7 years after action completed.
I4.07.00	<p>CONFERENCES (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc. Includes conventions, colloquiums and symposiums.</p> <p><i>See 04.01.00 COMMUNITY ENGAGEMENT - ADDRESSES (PRESENTATIONS) for public lectures and seminars organised by the University.</i></p>	
I4.07.01	Records documenting administrative arrangements for conferences organised by the University for outside organisations using University facilities including: <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire 	TEMPORARY Destroy 2 years after action completed.
I4.08.00	<p>CONTRACTING-OUT (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
I4.08.01	Records documenting the management of contracts relating to Independent and Commercial Services including agreements with service providers for campus services such as child care and mail delivery and collection. These may include: <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See I4.08.02 for tender documents (Independent & Commercial Services)</i> <i>See I2.08.01 for University Contract Registers (Governance)</i></p>	TEMPORARY Destroy 7 years after expiry of contract.

<p>14.08.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 14.08.01 for signed contracts and contract management (Independent & Commercial Services).</i> <i>See 14.08.03 for unsuccessful tenders and offers (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>14.08.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 14.08.02 for tender documents (Independent & Commercial Services)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.09.00</p>	<p>ENQUIRIES (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See ADVICE for advice relating to Independent & Commercial Services.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>14.09.01</p>	<p>Records documenting enquiries requesting general information relating to Independent & Commercial Services.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p> <p><i>See 14.01.01 for advice (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>14.10.00</p>	<p>GRANT FUNDING (INDEPENDENT & COMMERCIAL SERVICES)</p> <p>The activities associated with the application for and receipt of grants and the provision of grants administered by the University. Includes reports to funding organisations.</p>	
<p>14.10.01</p>	<p>Records documenting the receipt of grant funds and the administration of grants relating to Independent & Commercial Services.</p> <p><i>See The Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions, e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>14.11.00</p>	<p>GUIDELINES (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 14.17.00 for POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 14.18.00 for PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>14.11.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Independent & Commercial Services.</p> <p><i>See 14.18.02 for notices of new or changed policies, procedures or guidelines (Independent & Commercial Services)</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>14.12.00</p>	<p>HOUSING (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with provision of student accommodation provided by student organisations and independent commercial operations.</p> <p><i>See 21.00.00 RESIDENTIAL STUDENT SERVICES for operations managed by the University of student residential accommodation and related services to international and domestic students.</i></p>	
<p>14.12.01</p>	<p>Records relating to the provision of student accommodation provided by student organisations and independent commercial operators.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.13.00</p>	<p>JOINT VENTURES (INDEPENDENT & COMMERCIAL SERVICES) The activities involved in managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract. Also includes joint ventures between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres.</p>	
<p>14.13.01</p>	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Independent & Commercial Services, including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • agreements • contracts • Memoranda of Understanding (MOU) • Memoranda of Agreement (MOA) • Service Level Agreements (SLA) • progress reports • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract.</p>
<p>14.14.00</p>	<p>LIAISON (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 14.01.00 ADVICE for formal advice. See 14.04.00 BOARDS & COMMITTEES or 14.15.00 MEETINGS for liaison through committees or meetings.</i> <i>See 14.13.00 JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
<p>14.14.01</p>	<p>Records documenting liaison activities relating to Independent & Commercial Services. Includes the exchange of information, collaboration on projects and all the activities involving the University as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>14.15.00</p>	<p>MEETINGS (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings, etc. <i>See 14.04.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i></p>	
<p>14.15.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Independent & Commercial Services. <i>See 14.04.03 for external committees not administered by the University (Independent & Commercial Services).</i> <i>See 14.04.02 for external committees administered by the University (Independent & Commercial Services).</i> <i>See 14.04.01 for internal committees that are <u>not</u> key University Committees (Independent & Commercial Services)</i> <i>See 12.06.01 for Key University Committees & Boards (Governance).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>14.16.00</p>	<p>PLANNING (INDEPENDENT & COMMERCIAL SERVICES) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i> <i>See 23.06.00 STRATEGIC PLANNING - MASTERPLANNING for the strategic process that develops a concept plan that designs facilities and infrastructure and areas to meet needs identified by the University.</i></p>	
<p>14.16.01</p>	<p>Records documenting the development and revision of business plans relating to Independent & Commercial Services including final versions of plans. <i>See the Disposal Schedule for common Administrative Functions (DA2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<p>14.17.00</p>	<p>POLICY (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University. <i>See 14.06.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 14.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 14.18.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>14.17.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to independent & Commercial Services. <i>See 14.18.02 for notices of new or changed policies, procedures or guidelines (Independent & Commercial Services).</i></p>	<p>PERMANENT</p>

<p>14.18.00</p>	<p>PROCEDURES (INDEPENDENT & COMMERCIAL SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 14.11.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 14.17.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>14.18.01</p>	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Independent & Commercial Services.</p> <p><i>See 14.18.02 for notices of new or changed policies, procedures or guidelines (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
<p>14.18.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notifications of significant events relating to Independent & Commercial Services.</p> <p><i>See 14.18.01 for procedures and manuals (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.19.00</p>	<p>PUBLIC RESPONSE (INDEPENDENT & COMMERCIAL SERVICES) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS – MEDIA RELATIONS for official public statements made on behalf of the University in response to media demand.</i></p>	
<p>14.19.01</p>	<p>Records documenting complaints relating to Independent & Commercial Services which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 14.19.02 for public complaints that do not create a precedent (Independent & Commercial Services).</i></p>	<p>PERMANENT</p>
<p>14.19.02</p>	<p>Records documenting complaints and suggestions relating to Independent & Commercial Services that do not create a precedent or result in policy or procedures change.</p> <p><i>See 14.19.01 for public complaints that create a precedent or raise policy or legal issues (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>14.19.03</p>	<p>Records documenting expressions of appreciation or congratulations from the public to the University relating to Independent & Commercial Services.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

14.20.00	<p>QUALITY IMPROVEMENT (INDEPENDENT & COMMERCIAL SERVICES) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See 14.16.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 14.22.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
14.20.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Independent & Commercial Services.	TEMPORARY Destroy 7 years after action completed.
14.21.00	<p>REPORTING (INDEPENDENT & COMMERCIAL SERVICES) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 14.04.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
14.21.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Independent & Commercial Services.</p> <p><i>See the Disposal Schedule for Common Administrative Records (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	TEMPORARY Destroy 5 years after action completed.
14.21.02	<p>Statistical information collected by or for the University relating to significant Independent & Commercial Services activities.</p> <p><i>See 14.21.03 for statistics of non-significant activities (Independent & Commercial Services).</i></p>	PERMANENT
14.21.03	<p>Statistical information collected by or for the University relating to <u>non</u>-significant Independent & Commercial Services activities.</p> <p><i>See 14.21.02 for statistics of significant activities (Independent & Commercial Services)</i></p>	TEMPORARY Destroy 2 years after action completed.
14.21.04	Records documenting responses to questionnaires and surveys relating to Independent & Commercial Services.	TEMPORARY Destroy 2 years after action completed.

<p>14.22.00</p>	<p>RISK MANAGEMENT (INDEPENDENT & COMMERCIAL SERVICES) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 14.02.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i> <i>See 14.20.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>14.22.01</p>	<p>Records documenting the identification of risks relating to the Independent & Commercial Services function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 14.22.02 for strategies to reduce the risk of fraud.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>14.22.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the fraud risk register and mitigation strategies.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>14.23.00</p>	<p>(INDEPENDENT & COMMERCIAL SERVICES) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 14.06.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 14.11.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 14.17.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 14.18.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for guidelines on the consistency in written style, graphic design etc within the University's documents.</i></p>	
<p>14.23.01</p>	<p>Records documenting the implementation of standards relating to Independent & Commercial Services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>15.00.00</p>	<p>INFORMATION & COMMUNICATIONS TECHNOLOGY</p> <p>The function of acquiring and managing information and communications technology, associated applications and databases to support the business operations of the University. Includes systems evaluation, planning, projects, implementation and service continuity. Also includes the communications network systems such as telephones, voicemail, teleconferencing, and technical aspects of email, intranet and websites. Also includes the acquisition, disposal and maintenance of information & communications technology equipment such as telephones, facsimiles, photocopiers, multi-purpose centres, computer hardware and software.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ASSET REGISTER for recording all fixed assets including technological equipment owned by the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT for privacy issues and security of data.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for the design and updating of the content of Web Sites.</i></p> <p><i>See 23.00.00 STRATEGIC PLANNING for major or long-term infrastructure development.</i></p> <p>NOTE: This function maps to TECHNOLOGY & TELECOMMUNICATIONS in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>15.01.00</p>	<p>AUTHORISATIONS (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
<p>15.01.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to the Information & Communications Technology function. Includes security permissions, user lists and applications for access / removal of access to university ICT systems for staff and non-University staff members (e.g. contractors).</p> <p><i>See 15.01.02 for delegations of authority (Information & Communications Technology).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>15.01.02</p>	<p>Records documenting delegations of authority relating to the Information & Communications Technology function.</p> <p><i>See 12.05.01 for the Delegations Register.</i></p> <p><i>See 15.01.01 for authorisations (Information & Communications Technology)</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>

15.02.00	<p>GUIDELINES (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS – POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS – PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
15.02.01	Records documenting the development of guidelines and final versions of guidelines relating to Information & Communications Technology.	<p>TEMPORARY</p> <p>Destroy 7 years after superseded or revoked.</p>
15.03.00	<p>INVENTORY & STOCKTAKE (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The activities associated with listing and preparing lists of items and assets in the possession of the University. Includes the examination, counting and valuing of goods in the University with the view to reassessing the need for replacing those goods, identifying missing items and determining the condition of the existing items.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS – AUDIT for the formal process of checking and validating against records.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ASSET REGISTER for recording all fixed assets owned by the University in a ledger (asset register).</i></p>	
15.03.01	Records documenting the listing of items supporting the Information & Communications Technology function.	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>
15.04.00	<p>JOINT VENTURES (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The activities involved in managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract. Also includes joint ventures between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres.</p>	
15.04.01	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Information & Communications Technology, including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service level agreements • progress reports • correspondence 	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreement or contract.</p>

15.05.00	<p>LEASING-OUT (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period. Includes conditions for leases and loans of items from special collections such as works of art & artefacts. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes sub-leasing.</p> <p>For the internal leasing of communications and technology equipment by Information Technology Resources to all areas of the University use INFORMATION & COMMUNICATIONS TECHNOLOGY - LEASING-OUT.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS - LEASING for leasing from another organisation.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS – LEASING OUT for leasing out Information and Communications Technology equipment to other organisations or persons.</i></p>	
15.05.01	Records relating to the internal leasing of information and communications technology equipment by Information Technology Resources to all areas of the University. Includes initial and secondary lease agreements.	TEMPORARY Destroy 6 years after date of initial lease.
15.06.00	<p>PROJECTS (INFORMATION & COMMUNICATIONS TECHNOLOGY)</p> <p>The process of bringing about change by the management of a group of inter-related activities that are planned, and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints, in accordance with the University's Project Management Methodology. Includes all project documentation including plans, tools and reports. Also includes research undertaken as part of a project.</p>	
15.06.01	Records documenting the management of significant projects relating to Information & Communications Technology including projects that affect policy. Includes project management methodology documentation as appropriate to the scope of the project.	PERMANENT
15.06.02	Records documenting the management of projects relating to Information & Communications Technology that are not considered significant. Includes project management methodology documentation as appropriate to the scope of the project.	TEMPORARY Destroy 7 years after action completed.
	<i>See 15.06.01 for significant projects (Information & Communications Technology).</i>	

<p>15.07.00</p>	<p>QUALITY IMPROVEMENT (INFORMATION & COMMUNICATIONS TECHNOLOGY) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS - PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 15.08.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>15.07.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Information & Communications Technology.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>15.08.00</p>	<p>RISK MANAGEMENT (INFORMATION & COMMUNICATIONS TECHNOLOGY) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS – AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i> <i>See 15.07.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See 15.06.00 PROJECTS for risk registers relating to projects.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS - SECURITY for measures taken to protect Information & Communication Technology equipment and systems from accidental or intentional damage or from unauthorised access.</i></p>	
<p>15.08.01</p>	<p>Records documenting the identification of risks relating to the Information & Communications Technology function. Includes risk registers and mitigation strategies.</p> <p><i>See 15.06.01 for risk registers relating to projects.</i> <i>See 23.09.01 for the corporate risk register.</i> <i>See 15.08.02 for strategies to reduce the risk of fraud (Information & Communications Technology).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>15.08.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 15.08.01 for risk management (Information & Communications Technology).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>

16.00.00	<p>INFORMATION MANAGEMENT</p> <p>The function of managing the University's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Data administration, archival records and access to information in accordance with Right to Information and Freedom of Information (FOI) legislation are also handled under this function.</p> <p><i>See 07.00.00 CULTURAL PRESERVATION for the management of University archive collections. See 15.00.00 INFORMATION & COMMUNICATIONS TECHNOLOGY for the management of technological systems and equipment.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for drafting, production, marketing, and supply of publications by the University.</i></p> <p>NOTE: This function maps to INFORMATION MANAGEMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
16.01.00	<p>ADVICE (INFORMATION MANAGEMENT)</p> <p>The activities associated with offering opinions by or to the university as to an action or judgement. Includes the process of advising.</p>	
16.01.01	Records documenting the receipt and provision of advice relating to Information Management.	TEMPORARY Destroy 10 years after action completed.
16.02.00	<p>AGREEMENTS (INFORMATION MANAGEMENT)</p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See The Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT – INTELLECTUAL PROPERTY for Deed of Assignment agreements.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (Da 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i></p>	
16.02.01	Records documenting the establishment, maintenance and review of agreements relating to Information Management including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
16.03.00	<p>AUTHORISATION (INFORMATION MANAGEMENT)</p> <p>The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
16.03.01	Records documenting permissions and authorisations to undertake requested actions relating to Information Management. <i>See 16.03.02 for delegations of authority (Information Management)</i>	TEMPORARY Destroy 3 years after action completed.

16.03.02	<p>Records documenting delegations of authority relating to Information Management.</p> <p><i>See 12.05.01 for the Delegations Register.</i> <i>See 16.03.01 for authorisations (Information Management).</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>
16.04.00	<p>GUIDELINES (INFORMATION MANAGEMENT)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
16.04.01	<p>Records documenting the development of guidelines and final versions of guidelines relating to Information Management.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
16.05.00	<p>LIAISON (INFORMATION MANAGEMENT)</p> <p>The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects. See 16.01.00 INFORMATION MANAGEMENT - ADVICE for the provision of formal advice.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - COMMITTEES or MEETINGS for liaison through committees or meetings.</i></p>	
16.05.01	<p>Records documenting liaison activities relating to Information Management. Includes the exchange of information, collaboration on projects and all the activities involving the university as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
16.06.00	<p>QUALITY IMPROVEMENT (INFORMATION MANAGEMENT)</p> <p>The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
16.06.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and process relating to Information Management.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

17.00.00**PROPERTY MANAGEMENT**

The function of managing land and working, storage or living space within facilities, centrally managed learning spaces, and specialised training and research facilities located on and off campus including non-seagoing ships utilised by the Australian Maritime College as training facilities. Also includes properties and facilities owned by the University which have national significance. These include specialised research facilities, buildings which have natural, historic or indigenous significance or are listed in the Register of the National Estate, by the World Heritage Commission, or classified by the National Trusts or on State heritage listings. Includes:

- acquisition, construction, refurbishment, maintenance, security and disposal of buildings, land allotments and facilities owned, leased or leased-out by the University
- emergency management
- parking and traffic management
- engineering infrastructure
- venue hire
- managing contracts with external providers for services such as construction and cleaning
- student residential accommodation infrastructure (undertaken by Accommodation Services) including: maintenance, development and funding of new accommodation
- leasing-out properties to businesses operating on University campuses
- security of University properties

See 17.09.00 PROPERTY MANAGEMENT - FUNCTIONS for functions held to commemorate the opening and naming of buildings.

See 21.00.00 RESIDENTIAL STUDENT SERVICES for providing safe and affordable student residential accommodation and related services to students.

See 23.00.00 STRATEGIC PLANNING for major or long-term infrastructure development.

See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - LEASING for information provided on potential properties for leasing by the University from another organisation.

See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – NOTIFICATIONS for notifications received from local councils relating to development and building applications proposed on neighbouring properties.

See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ASSET REGISTER for the monitoring and assessment of land and premises as corporate assets.

See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES for acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the University.

NOTE: This function maps to PROPERTY MANAGEMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.

<p>17.01.00</p>	<p>ACQUISITION (PROPERTY MANAGEMENT) The process of gaining ownership or use of property required in the conduct of business through purchase or requisitions.</p> <p><i>See 17.05.00 AUTHORISATION for process of seeking or gaining permission prior to commencing the acquisition process.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – ACQUISITION for the acquisition of property that does not have historical significance.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – CONTRACTING-OUT for obtaining the services of contractors and consultants, and for the process of receiving and assessing tenders.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – LEASING for leasing accommodation or property from another organisation.</i></p>	
<p>17.01.01</p>	<p>Records relating to the acquisition of property that has historical significance. Includes land acquired by purchase or bequest. Factors that can determine a historical significance include:</p> <ul style="list-style-type: none"> • acquisition aroused controversy, e.g. protests on a large scale or attracted extensive media attention • environmental value, e.g. land provides habitat for rare flora or fauna • recognised historical value, e.g. currently or previously listed on the Tasmanian Heritage Register, National Trust list, or with the Australian Heritage Council • cultural value, e.g. land has strong or special association with the community for social or spiritual reasons • scientific value, e.g. land important for scientific research; • high aesthetic characteristics valued by the community; • indigenous importance, e.g. spiritual significance to the community or Native Title claims unique value as training venue e.g. training ship at Australian Maritime College <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT for the acquisition of property that does not have historical significance.</i> <i>See 17.07.01 for the disposal of property of historical significance (Property Management).</i></p>	<p>PERMANENT</p>
<p>17.02.00</p>	<p>AGREEMENTS (PROPERTY MANAGEMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – INSURANCE for contracts and contract negotiations with insurance providers.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - LEASING or PROPERTY MANAGEMENT - LEASING-OUT for tenancy agreements.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice on agreements provided by the Legal Office.</i> <i>See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for agreements with service providers for campus services such as security and cleaning.</i></p>	
<p>17.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Property Management including final versions of agreements.)</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>

17.03.00	ALLOCATION (PROPERTY MANAGEMENT) The process of allocating parking permits.	
17.03.01	Records relating to the allocation of parking permits. <i>See the Disposal Schedule for Common Administrative Functions (Da 2157) PROPERTY MANAGEMENT – ARRANGEMENTS for the use of parking facilities. See 17.11.01 for parking and traffic infringements. See 17.12.01 for traffic and parking management (Property Management).</i>	TEMPORARY Destroy 2 years after action completed.
17.04.00	AUDIT (PROPERTY MANAGEMENT) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - COMPLIANCE for complying with standards and requirements. See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - INSPECTIONS for inspections of facilities.</i>	
17.04.01	External and internal audit reports relating to the Property Management function. <i>See 12.06.01 for reports provided to the Audit and Risk Management Committee.</i>	TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later.
17.05.00	AUTHORISATION (PROPERTY MANAGEMENT) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.	
17.05.01	Records documenting permissions and authorisations to undertake requested actions relating to Property management.	TEMPORARY Destroy 3 years after action completed.
17.05.02	Records documenting delegations of authority relating to Property Management. <i>See 12.05.01 for the Delegations Register.</i>	TEMPORARY Destroy 10 years after superseded or revoked.
17.05.03	Applications and supporting documentation for events held on University properties including: <ul style="list-style-type: none"> • Application for University Liquor Permit • Liquor Licence Special Permit obtained from the Commissioner for Licensing • Applications for temporary stalls on University campuses • Certificate of registration for temporary food outlet obtained from Councils <i>See 17.05.04 for applications for temporary occupation (Property Management). See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – LEASING-OUT for the hire of University venues.</i>	TEMPORARY Destroy 6 months after event date.
17.05.03	Records documenting applications for licences to conduct business on premises including renewals and copies of licences. Includes annual 'Places of Assembly' licences. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial records relating to payment of licences.</i>	TEMPORARY Destroy 1 year after expiry of licence or refusal of application or renewal.

17.05.04	<p>Applications for temporary occupation of University properties.</p> <p><i>See 17.05.03 for applications for events including Liquor Permits (Property Management).</i></p> <p><i>See The Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – LEASING-OUT for the hire of University venues.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry of agreed occupation period.</p>
17.05.05	<p>Records documenting authorisation for external organisations to access University properties to undertake works. Includes authorisations issued to Aurora and local councils.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
17.06.00	<p>CONSTRUCTION (PROPERTY MANAGEMENT)</p> <p>The process of making or building something. Includes work to erect, construct, extend, alter, convert, commission or decommission a structure or part of a structure. Includes building projects to construct new University facilities.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – CONSTRUCTION for the design and construction of buildings/structures that do not have historical significance.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - MAINTENANCE for the upkeep, repair, servicing and preservation of internal/external conditions of buildings.</i></p>	
17.06.01	<p>Records relating to the design, construction, commissioning, major maintenance, conservation and repairs of buildings and/or structures that have historical significance.</p> <p>Factors that can determine historical significance include:</p> <ul style="list-style-type: none"> • construction aroused controversy, e.g. protests on a large scale or attracted extensive media attention; • environmental value, e.g. unique eco-friendly construction techniques; • recognised historical value, e.g. currently or previously listed on the Tasmanian Heritage Register, National Trust list, university heritage list or with the Australian Heritage Council; • cultural value, e.g. building has strong or special association with the community for social reasons, e.g. first public library in the local government area; • scientific or technical value, e.g. building utilised non-standard construction materials and methods; • received a major architectural or design award; <input type="checkbox"/> hi • characteristics valued by the community; • Indigenous importance, e.g. spiritual significance to the community; and • unique value as training venue e.g. training ship at Australian Maritime College. <p><i>See The Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – CONSTRUCTION for the design and construction of buildings/structures that do not have historical significance.</i></p>	<p>PERMANENT</p>

<p>17.07.00</p>	<p>DISPOSAL (PROPERTY MANAGEMENT) The process of disposing of property no longer required by the University by sale, transfer, termination of lease, trading, auction, or destruction.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – DISPOSAL for the disposal of buildings/structures that do not have historical significance.</i></p>	
<p>17.07.01</p>	<p>Records relating to the disposal of property that has historical significance. Includes land acquired by purchase or bequest. Factors that can determine historical significance include:</p> <ul style="list-style-type: none"> • acquisition aroused controversy, e.g. protests on a large scale or attracted extensive media attention; • environmental value, e.g. land provides habitat for rare flora or fauna; • recognised historical value, e.g. currently or previously listed on the Tasmanian Heritage Register, National Trust list, or with the Australian Heritage Council • cultural value, e.g. land has strong or special association with the community for social or spiritual reasons; • scientific value, e.g. land important for scientific research; • high aesthetic characteristics valued by the community; • indigenous importance, e.g. spiritual significance to the community or Native Title claims; and • unique value as training venue e.g. training ship at Australian Maritime College. <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – DISPOSAL for the disposal of property that does not have historical significance.</i> <i>See 17.01.01 for acquisition of property of historical significance (Property Management).</i></p>	<p>PERMANENT</p>
<p>17.08.00</p>	<p>ENQUIRIES (PROPERTY MANAGEMENT) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>17.08.01</p>	<p>Records documenting enquiries requesting general information relating to Property Management.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>17.09.00</p>	<p>FUNCTIONS (PROPERTY MANAGEMENT) The process of organising and managing an official or formal non-ceremonial occasion conducted by the University to enhance its internal and external relationships or to promote its services and image. Includes arrangements for the use of venues.</p>	
<p>17.09.01</p>	<p>Records documenting the official opening of buildings including details of attendees and copies of speeches.</p> <p><i>See 17.09.02 for FUNCTIONS – administrative arrangements (Property Management).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – LEASING-OUT for the hire of University venues.</i></p>	<p>PERMANENT</p>

<p>17.09.02</p>	<p>Records documenting administrative arrangements for functions relating to Property Management including building openings. Includes:</p> <ul style="list-style-type: none"> • Invitations • Catering arrangements <p><i>See 17.09.01 for official openings of buildings (Property Management).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – LEASING-OUT for the hire of University venues.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>17.10.00</p>	<p>GUIDELINES (PROPERTY MANAGEMENT) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>17.10.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Property Management.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>17.11.00</p>	<p>INFRINGEMENTS (PROPERTY MANAGEMENT) The activities associated with handling breaches of rules. Includes driving or traffic infringements. Also includes parking infringements issued for parking in University carparks including appeals against infringements.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office relating to Infringements.</i></p>	
<p>17.11.01</p>	<p>Records relating to fines, penalties and fees for parking and traffic infringements.</p> <p><i>See 17.03.01 for the allocation of parking permits.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>17.12.00</p>	<p>MAINTENANCE (PROPERTY MANAGEMENT) The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of buildings and land allotments (whether owned, rented or leased by the University).</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – FIT-OUTS for refurbishing a workplace internally.</i></p>	
<p>17.12.01</p>	<p>Records relating to the management and control of parking and traffic on University premises.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – MAINTENANCE for the maintenance of buildings.</i> <i>See 17.03.01 for parking permits (Property Management).</i></p>	<p>TEMPORARY Destroy 1 year after action completed.</p>

<p>17.13.00</p>	<p>PUBLIC RESPONSE (PROPERTY MANAGEMENT) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for official public statements made on behalf of the University in response to media demand.</i></p>	
<p>17.13.01</p>	<p>Records documenting complaints relating to Property Management which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 17.13.02 for complaints – not precedent or no change to policy/procedures (Property Management).</i></p>	<p>PERMANENT</p>
<p>17.13.02</p>	<p>Records documenting complaints and suggestions relating to Property Management that <u>do not</u> set a precedent or result in a change to policy or procedures. <i>See 17.13.01 for public complaints – precedent or result changes to policy/procedures (Property Management).</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>17.13.03</p>	<p>Records documenting expressions of appreciation or congratulations from the public to the University relating to Property Management.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>17.14.00</p>	<p>QUALITY IMPROVEMENT (PROPERTY MANAGEMENT) The process of improving and maintaining excellence across all University activities, services, processes and administration. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – POLICY for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>17.14.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Property Management.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

18.00.00	<p>PUBLICATION</p> <p>The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing, and supply of publications by the University. Includes contributions to external publications (such as technical papers, issue papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the University; and internal publications (such as newsletters, circulars, procedure manuals etc.) which are not produced for public relations reasons. Also includes multi-media publications and online information services.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for master copies of all significant University publications.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT for the acquisition and management of external publications.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMMUNICATIONS for the technical design and management of databases and data for the Internet or Intranet.</i></p> <p>NOTE: This function maps to PUBLICATION in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
18.01.00	<p>AUTHORISATION (PUBLICATION)</p> <p>The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p>	
18.01.01	<p>Records documenting permissions and authorisations to undertake requested actions relating to the Publication function.</p> <p><i>See 18.01.02 for delegations of authority (Publication).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
18.01.02	<p>Records documenting delegations of authority relating to the Publication function.</p> <p><i>See 12.05.01 for the Delegations Register.</i></p>	<p>TEMPORARY Destroy 10 years after date closed.</p>
18.02.00	<p>ENQUIRIES (PUBLICATION)</p> <p>The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
18.02.01	<p>Records documenting enquiries requesting general information relating to the Publication function.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>

<p>18.03.00</p>	<p>GUIDELINES (PUBLICATION) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>18.03.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Publication.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>18.04.00</p>	<p>QUALITY IMPROVEMENT (PUBLICATION) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 18.05.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>18.04.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Publication.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>18.05.00</p>	<p>RISK MANAGEMENT (PUBLICATION) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 18.04.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>18.05.01</p>	<p>Records documenting the identification of risks relating to the Publication function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 18.05.02 for strategies to reduce the risk of fraud (Publication).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>18.05.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 18.05.01 for risk management (Publication).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>19.00.00</p>	<p>RESEARCH MANAGEMENT The function, by University staff, of managing and conducting research which is funded by internal or external grants, and directed towards the innovation, introduction and improvement of products and processes and increasing knowledge. Includes:</p> <ul style="list-style-type: none"> • fostering of partnership arrangements between the University, industry, business, and State and Australian Governments • provision of consultancy advice on a fee for service basis • provision of advice to students and staff on policy related to research and teaching activities which involve human subjects or the use of vertebrate animals and the ethics involved in such research • marketing of services to secure new business opportunities • negotiation with clients • management of tenders • lodgement of consultancy documents • preparation and delivery of reports • assessment of research with commercialisation potential • management of research data • supervision of research projects • recruitment of people for trials, such as medical trials • reporting and publication of results <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for the production, marketing and supply of research publications created by the University including contributions to external publications.</p>	
<p>19.01.00</p>	<p>ADVICE (RESEARCH MANAGEMENT) The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising.</p> <p><i>See 19.11.00 CONSULTANCY SERVICES for the provision of advice and specialised knowledge to outside organisations by University of Tasmania staff, usually on a fee for service basis.</i> <i>See 19.14.00 ENQUIRIES for requests for information about the University and its services by the general public or another University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice provided by the Legal Office</i></p>	
<p>19.01.01</p>	<p>Records Documenting the receipt and provision of advice relating to the Research Management function.</p> <p><i>See 19.14.01 for enquiries requesting general information (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>

<p>19.02.00</p>	<p>AGREEMENTS (RESEARCH MANAGEMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 19.22.00 JOINT VENTURES for agreements relating to joint ventures.</i> <i>See 19.07.00 COLLABORATIVE RESEARCH for agreements between organisations for the collaborative conduct of research projects. See 19.18.00 GRANT FUNDING for agreements relating to grants.</i> <i>See 19.21.00 INTELLECTUAL PROPERTY for Deed of Assignment agreements.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>19.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Research Management including memoranda of understanding (MOUs), data release agreements and final versions of agreements.</p> <p><i>See 19.37.03 for research projects that do proceed (Research Management).</i> <i>See 19.37.02 for research projects that do not proceed (Research Management)</i> <i>See 19.21.04 for intellectual property infringements and disputes (Research Management)</i> <i>See 19.21.03 for intellectual property arrangements for use (Research Management).</i> <i>See 19.22.01 for the establishment of Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) (Research Management).</i> <i>See 19.08.03 for agreements for commercialisation where the commercialisation is unsuccessful (Research Management)</i> <i>See 19.08.02 for agreements for product commercialisation – successful (Research Management).</i> <i>See 19.22.03 for joint ventures (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>
<p>19.03.00</p>	<p>ANIMAL MANAGEMENT (RESEARCH MANAGEMENT) The activities associated with the care, use, protection and disposal of animals and animal body parts or specimens for teaching or research purposes in accordance with statutory requirements.</p> <p><i>See 19.37.00 RESEARCH MANAGEMENT – RESEARCH PROJECTS for records relating to particular research projects.</i> <i>See 19.15.00 RESEARCH MANAGEMENT – ETHICAL CLEARANCES for records relating to approvals by University ethics committees to use animals for scientific purposes.</i></p>	
<p>19.03.01</p>	<p>Records documenting registration, accreditation, licences and permits for the supply, collection, import, export, release, or killing of animals. Includes registration as a scientific user and the accreditation of animal research facilities. These may include:</p> <ul style="list-style-type: none"> • applications • supporting documentation • registration certificates • licences 	<p>TEMPORARY Destroy 7 years after accreditation, registration, licence or permit expires.</p>
<p>19.03.02</p>	<p>Records relating to the acquisition, management, maintenance and care of animals in accordance with codes of practice. Includes animal register, acquisition, transport, care (including veterinary medical records), handling, housing/storage documentation, disposal of animal remains or specimens, records relating to administering lethality tests and quarantine.</p> <p><i>See 19.09.04 for plants and plant products – acquisition, management, maintenance and care (Research Management).</i> <i>See 19.36.08 for chemical use for agricultural and veterinary purposes (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>19.04.00</p>	<p>APPEALS (RESEARCH MANAGEMENT) The activities involved in the process of appeals against decisions by application to a higher authority. For appeals made to external funding bodies, and internal appeals relating to the allocation of grant funding for research use RESEARCH MANAGEMENT - APPEALS. <i>See 19.01.00 ADVICE for advice on external review processes for research grants.</i></p>	
<p>19.04.01</p>	<p>Records documenting internal and external appeals relating to Research Management. Includes appeals made to external funding bodies, and internal appeals relating to the allocation of grant funding for research. <i>See 19.21.04 for intellectual property infringements and disputes (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after appeal process is completed.</p>
<p>19.05.00</p>	<p>AUDIT (RESEARCH MANAGEMENT) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period. <i>See 19.09.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>19.05.02</p>	<p>External and internal audit reports relating to the Research Management function. <i>See 12.06.01 for reports provided to the Audit and Risk Management Committee.</i> <i>See 19.36.07 for monitoring and safety of radioactive substances (Research Management)</i> <i>See 19.18.02 for research grant funding including successful applications (Research Management).</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later.</p>
<p>19.06.00</p>	<p>BOARDS & COMMITTEES (RESEARCH MANAGEMENT) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the board or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. <i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 19.25.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>19.06.01</p>	<p>Records of Ethics Committees (Human & Animal). These may include:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Documents appointing members • Final versions of minutes • Agenda papers • Reports presented to the committee • Submissions presented to the committee. <p><i>See 19.06.02 for internal committees that are <u>not</u> key University Committees (Research Management)</i> <i>See 19.06.05 for committee administration (Research Management)</i> <i>See 19.25.01 for meetings (Research Management).</i></p>	<p>PERMANENT</p>

<p>19.06.02</p>	<p>Records of internal committees relating to Research Management that are not key University Committees, not including the Ethics Committee. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for Key University Committees & Boards (Governance)</i> <i>See 19.06.01 for Ethics Committee (Research Management)</i> <i>See 19.06.03 for external committees administered by the University (Research Management).</i> <i>See 19.06.04 for external committees not administered by the University (Research Management)</i> <i>See 19.06.05 for committee administration (Research Management)</i> <i>See 19.25.01 for meetings (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.06.03</p>	<p>Records of external committees relating to Research Management where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 19.06.04 for external committees not administered by the University (Research Management).</i> <i>See 19.06.02 for internal committees that are <u>not</u> key University Committees (Research Management)</i> <i>See 19.06.05 for committee administration (Research Management)</i> <i>See 19.25.01 for meetings (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.06.04</p>	<p>Records of external committees relating to Research Management where the University participates but does <u>not</u> has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 19.06.03 for external committees administered by the University (Research Management).</i> <i>See 19.06.02 for internal committees that are <u>not</u> key University Committees (Research Management)</i> <i>See 19.25.01 for meetings (Research Management).</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>19.06.05</p>	<p>Records documenting the conduct and administration of committees relating to Research Management.</p> <p><i>See 19.06.03 for external committees administered by the University (Research Management).</i> <i>See 19.06.02 for internal committees that are <u>not</u> key University Committees (Research Management).</i> <i>See 19.06.01 for Ethics committee (Research Management)</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>19.07.00</p>	<p>COLLABORATIVE RESEARCH (RESEARCH MANAGEMENT) The activities involved in managing the collaborative conduct of research projects between organisations.</p> <p><i>See 19.22.01 JOINT VENTURES for managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract.</i> <i>See 19.37.00 RESEARCH PROJECTS for the activities of University staff and students conducting research.</i></p>	
<p>19.07.01</p>	<p>Records relating to the formulation and management of collaborative research between the University and other organisations. Includes informal and formal arrangements including collaboration agreements.</p> <p><i>See 19.22.03 for joint ventures (Research Management)</i> <i>See 19.22.02 for proposals to establish Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) that do not proceed (Research Management).</i> <i>See 19.22.01 for the establishment of CRCs and SRCs (Research Management).</i> <i>See 19.37.04 for research projects that lead to patents (Research Management).</i> <i>See 19.37.03 for research projects that do not proceed (Research Management).</i> <i>See 19.37.02 for research projects that do not proceed (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after completion of the research.</p>
<p>19.08.00</p>	<p>COMMERCIALISATION (RESEARCH MANAGEMENT) The activities associated with gaining economic benefit from a product derived from research.</p> <p><i>See 19.21.00 INTELLECTUAL PROPERTY for the registration of patents.</i> <i>See 12.01.00 GOVERNANCE - ACQUISITION for the establishment of University companies.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions.</i></p>	
<p>19.08.01</p>	<p>Records relating to planning and feasibility studies for the commercialisation of a product, including arrangements for commercial manufacture or design of a product.</p> <p><i>See 19.08.03 for agreements for product commercialisation where the commercialisation is unsuccessful (Research Management)</i> <i>See 19.08.02 for agreements for product commercialisation where the product is commercialised (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.08.02</p>	<p>Records relating to agreements for commercialisation where the product is commercialised. Includes licence deeds, agreements, confidentiality deeds, sub licences, assignments and deeds of indemnity.</p> <p><i>See 19.08.01 for planning and feasibility studies for the commercialisation of a product (Research Management).</i> <i>See 19.02.01 for other agreements (Research Management).</i> <i>See 19.08.03 for agreements for product commercialisation where the commercialisation is unsuccessful (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.08.03</p>	<p>Records relating to agreements for commercialisation where the commercialisation is unsuccessful. Includes licence deeds, agreements, confidentiality deeds, sub licences, assignments and deeds of indemnity.</p> <p><i>See 19.08.01 for planning and feasibility studies for the commercialisation of a product (Research Management).</i> <i>See 19.02.01 for other agreements (Research Management)</i> <i>See 19.08.02 for agreements for product commercialisation where the product is commercialised (Research Management).</i></p>	<p>TEMPORARY Destroy 12 years after action completed.</p>

<p>19.09.00</p>	<p>COMPLIANCE (RESEARCH MANAGEMENT)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 19.05.00 AUDIT for the process of validating compliance against records.</i></p>	
<p>19.09.01</p>	<p>Records documenting the accreditation of the University to conduct biotechnology research under relevant legislation. Includes applications, supporting information, notices and annual reports provided for legislative compliance.</p> <p><i>See 19.20.01 for inspections of research facilities (Research Management)</i> <i>See 19.09.03 for biotechnology licences (Research Management)</i> <i>See 19.09.02 for certification of biotechnology practices, procedures and facilities (Research management).</i> <i>See 19.09.05 for compliance with mandatory or optional accountability requirements (Research Management).</i> <i>See 19.33.01 for final versions of reports (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.09.02</p>	<p>Records relating to certification of the University's biotechnology practices, procedures and facilities under relevant legislation. Includes inspections by monitoring authority, application, supporting documentation, certification, variation, suspension or cancellation and internal and external reports for legislative compliance.</p> <p><i>See 19.05.05 for compliance with mandatory or optional accountability requirements (Research Management)</i> <i>See 19.33.01 for final versions of reports (Research Management)</i> <i>See 19.20.01 for inspections of research facilities (Research Management)</i> <i>See 19.09.03 for biotechnology licences (Research Management)</i> <i>See 19.09.01 for biotechnology research accreditation (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after certification expires.</p>
<p>19.09.03</p>	<p>Records relating to biotechnology licences held by the University under relevant legislation. Includes application, supporting or additional information, notification of decision and variations.</p> <p><i>See 19.20.01 for inspections of research facilities (Research Management).</i> <i>See 19.09.02 for certification of biotechnology practices, procedures and facilities (Research Management).</i> <i>See 19.09.01 for biotechnology research accreditation (Research Management).</i> <i>See 19.09.05 for compliance with mandatory or optional accountability requirements (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after expiry of licence.</p>
<p>19.09.04</p>	<p>Records relating to the acquisition, management, maintenance, care, transport, handling, housing/storage and disposal of plants, plant products, and plant specimens in accordance with codes of practice and quarantine legislation, both Commonwealth and State. Includes the Register of Plants.</p> <p><i>See 19.36.01 for research materials – acquisition and disposal – not controlled by regulations (Research Management)</i> <i>See 19.03.02 for acquisition, management, maintenance and care of animals (Research Management).</i> <i>See 19.20.01 for inspections of research facilities (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.09.05</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Research Management.</p> <p><i>See 19.09.03 for biotechnology licences (Research Management)</i> <i>See 19.09.02 for certification of biotechnology practices, procedures and facilities (Research Management).</i> <i>See 19.09.01 for biotechnology research accreditation (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>19.10.00</p>	<p>CONFERENCES (RESEARCH MANAGEMENT) The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - ADDRESSES (PRESENTATIONS) for addresses given at a conference.</i> <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences.</i></p>	
<p>19.10.01</p>	<p>Records documenting conferences relating to Research Management where the University acts as secretariat or convenor including:</p> <ul style="list-style-type: none"> • Minutes • Summaries of proceedings • Agenda papers • Published papers • Reports • Submissions • Briefings <p><i>See 19.10.04 for conferences administrative arrangements (Research Management)</i> <i>See 19.10.03 for conferences arranged by other organisations (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.10.02</p>	<p>Records presented by the University to conferences relating to Research Management arranged by external organisations including: <input type="checkbox"/> su</p> <ul style="list-style-type: none"> • papers • briefings <p><i>See 19.10.01 for conferences where the University is convenor or secretariat (Research Management).</i> <i>See 19.10.03 for conferences arranged by other organisations (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.10.03</p>	<p>Records documenting conferences arranged by other organisations relating to Research Management including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • invitations <p><i>See 19.10.02 for records presented to conferences (Research Management).</i> <i>See 19.10.01 for conferences where the University is convenor or secretariat (Research Management).</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>19.10.04</p>	<p>Records documenting administrative arrangements for conferences relating to Research Management arranged by the University including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire <p><i>See 19.10.01 for conferences where the University is convenor or secretariat (Research Management)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>19.11.00</p>	<p>CONSULTANCY SERVICES (RESEARCH MANAGEMENT) The activities associated with provision of services, advice and specialised knowledge to outside organisations by professional and academic staff of the University, usually on a fee for service basis. Includes arrangements for the provision of services by employees of the University, through university business enterprises (such as UTAS Innovation) in return for a benefit to the University.</p> <p>See 19.12.00 CONTRACTING-OUT for external consultants contracted by the University.</p>	
<p>19.11.01</p>	<p>Records relating to the administration and management of consultancy services provided by University staff on a fee for service basis relating to the Research Management function including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • written offers • parameters of consultancy/service • terms and conditions <p><i>See the Disposal Schedule for Common Administrative Records (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions.</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>19.12.00</p>	<p>CONTRACTING-OUT (RESEARCH MANAGEMENT) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p> <p>See 19.11.00 CONSULTANCY SERVICES for the provision of consultancy services by the University to other organisations on a fee for service basis.</p>	
<p>19.12.01</p>	<p>Records documenting the management of contracts relating to Research Management including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance)</i> <i>See 19.22.03 for joint ventures (Research Management)</i> <i>See 19.12.02 for tender documents (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>19.12.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders relating to Research Management including:</p> <ul style="list-style-type: none"> • Statements of Requirements (SOR) • Requests for Proposals (RFP) • Expressions of Interest (EOI) • Requests for Tender (RFT) • draft contracts • reports • public notices <p><i>See 19.12.01 for signed contracts and contract management (Research Management)</i> <i>See 19.12.03 for unsuccessful tenders and tenders that do not proceed (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>19.12.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 19.12.02 for tender documents (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

19.13.00	<p>DONATIONS (RESEARCH MANAGEMENT) The activities associated with bodies, body parts and blood donated to the University for research purposes.</p>	
19.13.01	<p>Records relating to the donation, care, storage, maintenance, management and disposal of anatomy or specimens. Includes central register of donations, consent forms, authority, certificate of agreement, objections, any supporting information (e.g. death certificate), revocation of authorisation, and acceptances.</p> <p><i>See 19.20.01 for inspections of research facilities (Research Management).</i> <i>See 19.36.01 for the acquisition and disposal of research materials not controlled by regulations (Research Management)</i></p>	PERMANENT
19.14.00	<p>ENQUIRIES (RESEARCH MANAGEMENT) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 19.01.00 ADVICE for advice provided to students, staff and the public.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
19.14.01	<p>Records documenting enquiries requesting general information relating to Research Management.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i> <i>See 19.01.01 for advice (Research Management).</i></p>	<p>TEMPORARY Destroy 2 years after date closed.</p>
19.15.00	<p>ETHICAL CLEARANCES (RESEARCH MANAGEMENT) The administrative processes associated with gaining ethical clearance in relation to research and research training activities. Includes human and animal research and genetic manipulation.</p> <p><i>See 19.06.00 BOARDS & COMMITTEES for records of the Ethics Committees.</i> <i>See 19.37.00 RESEARCH PROJECTS for records associated with research projects, including signed consent notices.</i></p>	
19.15.01	<p>Records relating to ethical clearance for individual projects with research involving animals. Includes application, supporting documentation, assessment and decision (approval, amendment or rejection).</p> <p><i>See 19.15.05 for ethical clearance for genetically modified organisms (Research Management).</i> <i>See 19.15.04 for ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used (Research Management).</i> <i>See 19.15.03 for ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used (Research Management).</i> <i>See 19.15.02 for ethical clearance associated with high risk material (Research Management)</i> <i>See 19.06.01 for Ethics committee (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after project concluded or abandoned.</p>

<p>19.15.02</p>	<p>Records relating to ethical clearance associated with high risk material. Includes teratogens and carcinogens, ionising radiation and dangerous drugs. Includes application, supporting documentation, assessment and decision (approval, amendment or rejection).</p> <p><i>See 19.15.05 for ethical clearance for genetically modified organisms (Research Management)</i> <i>See 19.15.04 for ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used (Research Management).</i> <i>See 19.15.03 for ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used (Research Management).</i> <i>See 19.15.01 for ethical clearance for animal research (Research Management).</i> <i>See 19.06.01 for Ethics committee (Research Management)</i></p>	<p>TEMPORARY Destroy 15 years after project concluded or abandoned.</p>
<p>19.15.03</p>	<p>Records relating to ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used. Includes application, supporting documentation (including information sheet for participants), assessment, decision (approval, amendment, rejection or conditional approval) and annual reporting process.</p> <p><i>See 19.05.02 for ethical clearance associated with high risk material (Research Management).</i> <i>See 19.15.01 for ethical clearance for animal research (Research Management).</i> <i>See 19.15.05 for ethical clearance for genetically modified organisms (Research Management).</i> <i>See 19.15.04 for ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used (Research Management).</i> <i>See 19.06.01 for Ethics Committee (Research Management).</i></p>	<p>TEMPORARY Destroy 15 years after project concluded or abandoned.</p>
<p>19.15.04</p>	<p>Records relating to ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used. Includes application, supporting documentation (including information sheet for participants), assessment, decision (approval, amendment, rejection or conditional approval), and annual reporting process.</p> <p><i>See 19.15.02 for ethical clearance associated with high risk material (Research Management).</i> <i>See 19.15.01 for ethical clearance for animal research (Research Management).</i> <i>See 19.15.05 for ethical clearance for genetically modified organisms (Research management).</i> <i>See 19.15.03 for ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used (Research management).</i> <i>See 19.06.01 for Ethics committee (Research Management)</i></p>	<p>TEMPORARY Destroy 10 years after project concluded or abandoned.</p>
<p>19.15.05</p>	<p>Records relating to ethical clearance for activities involving genetically modified organisms not covered under 'Humans - expedited process' or 'Humans - full process'. Includes application, supporting documentation, assessment and decision (approval, amendment or rejection).</p> <p><i>See 19.15.02 for ethical clearance associated with high risk material (Research Management).</i> <i>See 19.15.01 for ethical clearance for animal research (Research Management).</i> <i>See 19.15.04 for ethical clearance for individual projects with research involving humans, where expedited processes for ethical clearance are used (Research Management).</i> <i>See 19.15.03 for ethical clearance for individual projects with research involving humans, where full ethical clearance processes are used (Research Management).</i> <i>See 19.06.01 for Ethics Committee (Research Management).</i></p>	<p>TEMPORARY Destroy 15 years after project concluded or abandoned.</p>

19.15.06	<p>Records relating to the monitoring of ethical practices. Includes monitoring of individual projects through audits, annual review of activities, internal reports to governing body, summary reports and compliance reports to external bodies.</p> <p><i>See 19.06.01 for Ethics Committee (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after project concluded or abandoned.</p>
19.16.00	<p>EVALUATION (RESEARCH MANAGEMENT) The process of determining the suitability of research strategies.</p>	
19.16.01	<p>Records relating to the evaluation of research strategies. Includes surveys of performance, reports and summaries of performance against indicators, review documents and statistics.</p> <p><i>See 19.33.01 for final versions of reports (Research Management)</i> <i>See 19.26.01 for the development of research strategies (Research Management).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
19.17.00	<p>EXHIBITIONS (RESEARCH MANAGEMENT) The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the University.</p>	
19.17.01	<p>Records documenting the mounting of displays relating to Research Management including exhibition brief and design and arrangements for setting up a display.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
19.18.00	<p>GRANT FUNDING (RESEARCH MANAGEMENT) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p><i>See 19.07.00 COLLABORATIVE RESEARCH for agreements between organisations for the collaborative conduct of research projects.</i> <i>See 19.37.00 RESEARCH PROJECTS for the activities of University staff and students conducting research.</i> <i>See 02.23.00 ACADEMIC ADMINISTRATION - PRIZES AWARDS & SCHOLARSHIPS for the establishment, rules, conditions and provision of prizes, awards, scholarships and bursaries provided to students.</i> <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING For teaching and professional development grants use.</i></p>	
19.18.01	<p>Records relating to the identification and evaluation of research funding opportunities. Includes:</p> <ul style="list-style-type: none"> • Grants register (of research funding opportunities) • Correspondence with external research bodies. <p><i>See 19.18.02 for research grant funding including successful applications (Research Management).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
19.18.02	<p>Records documenting the receipt of grant funds and the administration of research grants. These may include:</p> <ul style="list-style-type: none"> • Successful applications • Correspondence • Reports. <p><i>See the Disposal Schedule for common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices, etc.</i> <i>See 19.05.02 for audit reports (Research Management)</i> <i>See 19.18.03 for unsuccessful research grant applications (Research Management)</i> <i>See 19.18.01 for research funding opportunities (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
19.18.03	<p>Records relating to unsuccessful research grant applications.</p> <p><i>See 19.18.02 for research grant funding including successful applications (Research Management)</i></p>	<p>TEMPORARY Destroy 3 years after action completed</p>

<p>19.19.00</p>	<p>GUIDELINES (RESEARCH MANAGEMENT) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 19.27.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 19.29.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>19.19.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Research Management.</p> <p><i>See 19.29.02 for notices of new or changed policies, procedures, guidelines, (Research Management).</i> <i>See 19.28.01 for privacy guidelines (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>19.20.00</p>	<p>INSPECTIONS (RESEARCH MANAGEMENT) The process of official examinations of research facilities to ensure compliance with agreed standards and objectives.</p> <p><i>See 19.05.00 for the formal process of checking and validating against records.</i> <i>See 19.09.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>19.20.01</p>	<p>Records relating to inspections of research facilities. Includes inspection documentation, approvals and correspondence. Includes inspections of anatomy facilities, plant facilities and biosafety inspections conducted by an external inspector.</p> <p><i>See 19.09.03 for biotechnology licences (Research Management)</i> <i>See 19.09.02 for certification of biotechnology practices, procedures and facilities (Research Management)</i> <i>See 19.09.01 for biotechnology research accreditation (Research Management)</i> <i>See 19.09.04 for the acquisition, management, maintenance and care of/for plants and plant products (Research Management).</i> <i>See 19.13.01 for donations of anatomy and specimens (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.21.00</p>	<p>INTELLECTUAL PROPERTY (RESEARCH MANAGEMENT) The activities involved in managing the University's intellectual property, both published and unpublished and the University's use of the intellectual property of others. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) and Right to Information (ROI) legislation. Also includes Deed of Assignment agreements.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES for advice provided by the Legal Office on intellectual property issues and drafting associated documentation including licences.</i></p>	
<p>19.21.01</p>	<p>Records relating to the granting or registration of copyright. Records include:</p> <ul style="list-style-type: none"> • successful applications • formal assignment of intellectual property • request form, specification, patent (provisional or complete) • examination requests • acceptances • objections (statements, hearings) • extensions for registration • renewals • supporting documents • final documents e.g. the sealed patent, licence <p><i>See 19.21.05 for intellectual property administration and unsuccessful copyright applications (Research Management)</i> <i>See 19.21.04 for intellectual property infringements and disputes.</i></p>	<p>PERMANENT</p>

<p>19.21.02</p>	<p>Records relating to application for and granting of a patent. Includes unsuccessful applications.</p> <p><i>See 19.35.01 for research data created in the conduct of clinical trials which leads to a patent (Research management)</i> <i>See 19.37.04 for research projects, the outcome of which leads to a patent which is owned by the University (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.21.03</p>	<p>Records relating to the arrangements for the use of intellectual property. Includes correspondence between licensors and licensees, agreements and material or product transfer.</p> <p><i>See 19.21.04 for intellectual property infringements and disputes (Research Management)</i> <i>See 19.21.05 for intellectual property administration and unsuccessful copyright applications (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement.</p>
<p>19.21.04</p>	<p>Records relating to infringements and disputes concerning intellectual property. Includes notification of disputes, mediation, agreement and outcome.</p> <p><i>See 19.21.01 for the granting or registration of copyright (Research Management)</i> <i>See 19.21.05 for intellectual property administration and unsuccessful copyright applications (Research Management).</i> <i>See 19.21.03 for intellectual property arrangements for use (Research Management)</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>19.21.05</p>	<p>Records relating to the administration of intellectual property. Includes unsuccessful applications for granting or registration of copyright, supporting information, searches and correspondence between officers internally or between solicitors/attorneys.</p> <p><i>See 19.21.01 for the granting or registration of copyright (Research Management)</i> <i>See 19.21.04 for intellectual property infringements and disputes (Research Management).</i> <i>See 19.21.03 for intellectual property arrangements for use (Research Management)</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>19.22.00</p>	<p>JOINT VENTURES (RESEARCH MANAGEMENT)</p> <p>The activities involved in managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract. Also includes joint ventures between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres.</p> <p><i>See 19.07.00 COLLABORATIVE RESEARCH for managing the collaborative conduct of projects between organisations.</i></p>	
<p>19.22.01</p>	<p>Records documenting the establishment of Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) that <u>do proceed</u>. Includes preliminary discussions, copies of the proposal or submission, deeds of agreement, appointments of steering committee or board members, terms of reference or tasks, notifications of withdrawal, funding agreements, ongoing participation, restructures and other strategic matters and annual reports.</p> <p><i>See 19.22.02 for proposals to establish Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) that do not proceed (Research Management).</i> <i>See 19.22.03 for joint ventures (Research Management).</i> <i>See 19.07.01 for collaborative research (Research Management).</i></p>	<p>PERMANENT</p>

<p>19.22.02</p>	<p>Records relating to proposals to establish Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) that <u>do not</u> proceed.</p> <p><i>See 19.22.01 for the establishment of Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) (Research Management)</i> <i>See 19.22.03 for joint ventures (Research Management)</i> <i>See 19.07.01 for collaborative research (Research Management).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>19.22.03</p>	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Research Management, including the establishment, maintenance and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • Agreements • Contracts • Memoranda of understanding (MOU) • Memoranda of Agreement • Service Level Agreement • Progress reports • Correspondence. <p><i>See 19.22.02 for proposals to establish Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) that do not proceed (Research Management)</i> <i>See 19.22.01 for the establishment of Cooperative Research Centres (CRCs) and Special Research Centres (SRCs) (Research Management)</i> <i>See 19.33.01 for final versions of reports (Research Management)</i> <i>See 19.07.01 for collaborative research (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract.</p>
<p>19.23.00</p>	<p>LIAISON (RESEARCH MANAGEMENT)</p> <p>The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 19.01.00 ADVICE for formal advice.</i> <i>See 19.06.00 BOARDS & COMMITTEES or 19.25.00 MEETINGS for liaison through committees or meetings.</i> <i>See 19.22.00 JOINT VENTURES or 19.07.00 COLLABORATIVE RESEARCH for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
<p>19.23.01</p>	<p>Records documenting liaison activities relating to Research Management. Includes the exchange of information, collaboration on projects, and all the activities involving the University as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>19.24.00</p>	<p>MARKETING (RESEARCH MANAGEMENT)</p> <p>The process of promoting and marketing University research activities. Includes market research, advertising and marketing campaigns.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, and organising media interviews.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>19.24.01</p>	<p>Records documenting marketing campaigns, the dissemination of promotional material and the provision of University souvenirs relating to Research Management.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>19.25.00</p>	<p>MEETINGS (RESEARCH MANAGEMENT) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc.</p> <p><i>See 19.06.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 19.10.00 CONFERENCES for meetings at conferences.</i></p>	
<p>19.25.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Research Management</p> <p><i>See 19.06.01 for Ethics committee (Research Management)</i> <i>See 19.06.02 for non-key University committees (Research Management)</i> <i>See 19.06.03 for external committees where the University has an administrative role (Research Management)</i> <i>See 19.06.04 for external committees where the University does not have an administrative role (Research Management)</i> <i>See 12.06.01 for key University Committees and Boards (Governance).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>19.26.00</p>	<p>PLANNING (RESEARCH MANAGEMENT) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i></p>	
<p>19.26.01</p>	<p>Records relating to the development, formulation and implementation of research strategies including improvement programs and areas of research focus. Includes proposals for plans, correspondence, briefing papers, drafts and discussion papers.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for strategic and corporate plans.</i> <i>See 19.16.01 for evaluation of research strategies (Research Management).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>19.27.00</p>	<p>POLICY (RESEARCH MANAGEMENT) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 19.09.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 19.19.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 19.29.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>19.27.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to Research Management.</p> <p><i>See 19.29.02 for notices of new or changed policies, procedures, guidelines (Research Management)</i></p>	<p>PERMANENT</p>

19.28.00	<p>PRIVACY (RESEARCH MANAGEMENT)</p> <p>The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to ensure that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.</p>	
19.28.01	<p>Records documenting the application of privacy guidelines relating to research data. Includes the development of procedures for access to research data containing personal information.</p> <p><i>See the Disposal Schedule for Common Administrative Records (DA 2157) INFORMATION MANAGEMENT – PRIVACY for privacy complaints.</i> <i>See 19.37.01 for consent to participate in research projects (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
19.29.00	<p>PROCEDURES (RESEARCH MANAGEMENT)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 19.19.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 19.27.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
19.29.01	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Research Management.</p> <p><i>See 19.29.02 for notices of new or changed policies, procedures, guidelines (Research Management)</i> <i>See 19.36.07 for monitoring and safety of radioactive substances (Research Management).</i> <i>See 19.28.01 for privacy related procedures (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after superseded</p>
19.29.02	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Research Management.</p> <p><i>See 19.29.01 for procedures and manuals (Research Management)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
19.30.00	<p>PUBLIC RESPONSE (RESEARCH MANAGEMENT)</p> <p>The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for official public statements made on behalf of the University in response to media demand.</i></p>	
19.30.01	<p>Register of public complaints relating to Research Management including details of investigation and outcome.</p> <p><i>See 19.30.02 for public complaints which create a precedent or result in policy or procedures change (Research Management).</i> <i>See 19.30.03 for public complaints that do not create a precedent or result in policy or procedures change (Research Management).</i></p>	<p>PERMANENT</p>

19.30.02	<p>Records documenting complaints relating to Research Management which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 19.30.03 for public complaints that do not create a precedent or result in policy or procedures change (Research Management).</i> <i>See 19.30.01 for register of public complaints (Research Management).</i></p>	PERMANENT
19.30.03	<p>Records documenting complaints and suggestions relating to Research Management that do not create a precedent or result in a change to policy or procedures.</p> <p><i>See 19.30.02 for public complaints which create a precedent or result in changes to policy or procedures.</i> <i>See 19.30.01 for register of public complaints (Research Management).</i></p>	TEMPORARY Destroy 2 years after action completed.
19.30.04	<p>Records documenting suggestions, expressions of appreciation or congratulations from the public to the University relating to Research Management.</p>	TEMPORARY Destroy 2 years after action completed.
19.31.00	<p>QUALITY IMPROVEMENT (RESEARCH MANAGEMENT) The process of improving and maintaining excellence across all University activities, services and processes in research and administration.</p> <p><i>See 19.26.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See 19.38.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i></p>	
19.31.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Research Management.</p>	TEMPORARY Destroy 7 years after action completed.
19.32.00	<p>RECRUITMENT (RESEARCH MANAGEMENT) The process of recruiting people (including volunteers) for research trials or studies, such as medical trials.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – RECRUITMENT for the recruitment of people to assist researchers carry out work on a voluntary basis.</i> <i>See 19.24.00 MARKETING for recruitment campaigns.</i></p>	
19.32.01	<p>Records relating to the recruitment of people to participate in research trials or studies (including clinical trials).</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for the recruitment of people to assist researchers carry out work on a voluntary basis.</i></p> <p><i>See 19.37.01 for consent to participate in research projects (Research Management).</i></p>	TEMPORARY Destroy 7 years after action completed.

19.33.00	<p>REPORTING (RESEARCH MANAGEMENT)</p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 19.06.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
19.33.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Research Management.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (Da 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p> <p><i>See 19.22.03 for joint venture agreements (Research Management).</i></p> <p><i>See 19.37.03 for agreements for research projects that do proceed (Research Management).</i></p> <p><i>See 19.09.02 for certification of biotechnology practices, procedures and facilities (Research Management).</i></p> <p><i>See 19.09.01 for biotechnology research accreditation (Research Management).</i></p> <p><i>See 19.16.01 for evaluation of research strategies (Research Management).</i></p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>
19.33.02	<p>Statistical information collected by or for the University relating to significant Research Management activities.</p> <p><i>See 19.33.03 for statistics relating to non-significant activities (Research Management).</i></p>	<p>PERMANENT</p>
19.33.03	<p>Statistical information collected by or for the University relating to <u>non-</u>significant Research Management activities.</p> <p><i>See 19.33.02 for statistics relating to significant activities (Research Management).</i></p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
19.33.04	<p>Records documenting responses to questionnaires and surveys relating to Research Management.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
19.34.00	<p>REPRESENTATIVES (RESEARCH MANAGEMENT)</p> <p>The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the University or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups.</p> <p><i>See 19.06.00 BOARDS & COMMITTEES for appointments to committees.</i></p> <p><i>See 08.02.00 EMPLOYMENT & WORKPLACE RELATIONS - APPOINTMENTS for the University assigning or designating someone to an office or position within the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for legal representation provided by the Legal Office.</i></p>	
19.34.01	<p>Records documenting the nomination, appointment, resignation or termination of appointment of University representatives relating to Research Management.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>

<p>19.35.00</p>	<p>RESEARCH DATA (RESEARCH MANAGEMENT)</p> <p>The observation, recording and analysis of research results for research that is owned by the University. These may include: laboratory notes, field notes, primary research data, questionnaires, audiotapes, videotapes, models, photographs, films, test responses, readings, results, photographs, outcomes, data sheets, diagrams, printouts, graphs, conclusions, transcriptions and clinical records.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) TECHNOLOGY & TELECOMUNICATIONS - DATABASE MANAGEMENT for the management of the system that supports the data.</i></p> <p><i>See 19.28.00 PRIVACY for applying privacy principles to research data managed by the University.</i></p> <p><i>See 19.37.00 RESEARCH PROJECTS for conducting research projects.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for published results.</i></p>	
<p>19.35.01</p>	<p>Research data created in the conduct of clinical trials which leads to a patent. Includes readings, results, photographs, outcomes, data sheets, field notes, diagrams, printouts, graphs, conclusions, laboratory notes, transcriptions and clinical records.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for published results.</i></p> <p><i>See 19.35.04 for research data other than clinical trials which lead to patent (Research Management).</i></p> <p><i>See 19.21.02 for patents registration (Research Management).</i></p>	<p>TEMPORARY</p> <p>Destroy 15 years after completion of clinical research/trial AND 10 years after last patient service provision or medico-legal action whichever is the later.</p>
<p>19.35.02</p>	<p>Research data created in the conduct of a research project, including clinical trials and projects involving gene therapy, which is of such high public interest or significance to the discipline that it has changed or will change a commonly held view or approach, irrespective of the field in which the research is conducted. Factors which may determine significance include, projects which:</p> <ul style="list-style-type: none"> • are controversial • are the subject of extensive debate • arouse widespread scientific or other community interest • involve the use of major new or innovative techniques • involve eminent researchers • have the potential to cause major adverse impacts on the environment, society or human health <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for published results.</i></p> <p><i>See 19.37.03 for research projects that do proceed but do not lead to a patent (Research Management).</i></p> <p><i>See 19.35.05 for research data created in the conduct of research projects which are not clinical trials or significant, where the data results in publication.</i></p> <p><i>See 19.35.03 for research created in the conduct of research projects which are not clinical trials or significant, where the data does <u>not</u> result in publication (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.35.03</p>	<p>Research data created in the conduct of research projects which are not clinical trials or significant, where the data does <u>not</u> result in publication.</p> <p><i>See 19.37.03 for research projects that <u>do</u> proceed but <u>do not</u> lead to a patent (Research Management).</i></p> <p><i>See 19.35.05 for research data created in the conduct of research projects which are not clinical trials or not significant, where the data results in publication.</i></p> <p><i>See 19.35.02 for research created in the conduct of a research project, including clinical trials and projects involving gene therapy, which is of high public interest or significance (Research Management).</i></p>	<p>TEMPORARY</p> <p>Destroy 5 years after conclusion or abandonment of the project.</p>

<p>19.35.04</p>	<p>Research data created in the conduct of research projects which are not clinical trials that leads to a patent.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for published results.</i> <i>See 19.37.04 for research projects, the outcome of which leads to a patent which is owned by the University (Research Management).</i> <i>See 19.35.01 for research data created in the conduct of clinical trials which leads to a patent (Research Management).</i> <i>See 19.35.03 for research created in the conduct of research projects which are not clinical trials or significant, where the data does <u>not</u> result in publication (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after expiry of patent</p>
<p>19.35.05</p>	<p>Research data created in the conduct of research projects which are not clinical trials or not significant, where the data results in publication.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) for published results.</i> <i>See 19.37.03 for research projects that <u>do</u> proceed but <u>do not</u> lead to a patent (Research Management)</i> <i>See 19.35.02 for research created in the conduct of a research project, including clinical trials and projects involving gene therapy, which is of high public interest or significance (Research Management).</i> <i>See 19.35.03 for research created in the conduct of research projects which are not clinical trials or significant, where the data does <u>not</u> result in publication (Research Management)</i></p>	<p>TEMPORARY Destroy 5 years after date published.</p>
<p>19.36.00</p>	<p>RESEARCH MATERIALS (RESEARCH MANAGEMENT) The activities associated with the management of materials which are used in research activities. Includes chemicals, specimens, drugs, poisons etc.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH AND SAFETY for safety plans, policies, procedures, accidents involving research materials, hazardous materials and waste, and litigation and other legal matters involving research materials.</i></p>	
<p>19.36.01</p>	<p>Records relating to the acquisition, storage and disposal of chemicals, non-human specimens, drugs and poisons etc. used in research activities and which are not controlled by specific regulations.</p> <p><i>See 19.09.04 for plants and plant products – acquisition, management, maintenance and care (Research Management)</i> <i>See 19+.03.02 for the acquisition, management, maintenance and care of animals (Research Management)</i> <i>See 19.36.02 for clinical and related waste – management (Research Management).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES – COMPLIANCE for the storage of chemicals and controlled substances in accordance with relevant legislation and regulation.</i> <i>See 19.13.01 for donations of anatomy and specimens (Research Management)</i></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>19.36.02</p>	<p>Records relating to the management of clinical and related waste in accordance with regulatory requirements set out in regulations. Includes waste management plans.</p> <p><i>See 19.36.01 for the acquisition, storage and disposal of research materials not controlled by regulations (Research Management)</i> <i>See 19.38.01 for biosafety risk management (Research Management).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>19.36.03</p>	<p>Records relating to the disposal of controlled or restricted drugs kept in accordance with relevant Regulations.</p> <p><i>See 19.36.01 for the acquisition, storage and disposal of research materials not controlled by regulations (Research Management).</i></p>	<p>TEMPORARY Destroy 2 years after disposal.</p>

19.36.04	Controlled and Restricted Drug Register kept in accordance with relevant regulations.	TEMPORARY Destroy 2 years after last entry.
19.36.05	<p>Records relating to the acquisition, storage and disposal of radioactive substances and radiation equipment (including x-ray equipment) in accordance with relevant legislation.</p> <p><i>See 19.36.01 for the acquisition, storage and disposal of research materials not controlled by regulations (Research Management).</i> <i>See 19.36.07 for the monitoring and safety of radioactive substances (Research Management).</i> <i>See 19.36.06 for licences and supporting documentation for radioactive substances and certificates of compliance (Research Management).</i></p>	TEMPORARY Destroy 70 years after disposal of substance or equipment.
19.36.06	<p>Records documenting licences and supporting documentation for radioactive substances including copies of certificates of compliance.</p> <p><i>See 19.36.06 for licences and supporting documentation for radioactive substances and certificates of compliance (Research Management).</i></p>	TEMPORARY Destroy 7 years after expiry or cancellation of licence.
19.36.07	<p>Records relating to the monitoring of quality and safety procedures for radioactive substances. Includes outcomes of safety audits, radiation level monitoring, safety device checks and notifications.</p> <p><i>See 19.29.01 for procedures and manuals (Research Management).</i> <i>See 19.31.01 for quality improvement (Research Management).</i> <i>See 19.05.22 for audit reports (Research Management).</i> <i>See 19.36.05 for the acquisition, storage and disposal of radioactive substances and radiation equipment (Research Management)</i></p>	TEMPORARY Destroy 70 years after action completed.
19.36.08	<p>Records relating to the use of chemicals for agricultural and veterinary purposes in accordance with the relevant legislation.</p> <p><i>See 19.38.01 for biosafety risk management (Research Management).</i> <i>See 19.03.02 for the acquisition, management, maintenance and care of animals (Research Management).</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES – COMPLIANCE for the storage of chemicals and controlled substances in accordance with relevant legislation and regulation.</i></p>	TEMPORARY Destroy 2 years after action completed.
19.37.00	<p>RESEARCH PROJECTS (RESEARCH MANAGEMENT)</p> <p>The activities associated with University staff and students conducting research which is funded by internal or external grants, and directed towards the innovation, introduction and improvement of products and processes and increasing of knowledge. Includes research undertaken by students studying for higher degrees by research. Also includes the development, submission and approval of research project proposals, the management of research projects and reporting on progress and completion.</p> <p><i>See 19.07.00 COLLABORATIVE RESEARCH for managing co-research or the collaborative conduct of research projects between organisations.</i> <i>See 19.18.00 GRANT FUNDING for the application for and receipt of grants and the provision of grants administered by the University.</i> <i>See 19.28.00 PRIVACY for the collection, handling, use and disclosure of records of a private or personal nature.</i> <i>See 19.36.00 RESEARCH MATERIALS for the management of materials which are used in research activities.</i> <i>See 19.32.00 RECRUITMENT for recruitment of study participants.</i> <i>See 19.15.00 ETHICAL CLEARANCES for the administrative processes associated with gaining ethical clearance in relation to research.</i></p>	
19.37.01	<p>Records relating to consent obtained from individuals to participate in research activities. Includes consent notices, signed consent and records of suitability card for interviewing juveniles.</p> <p><i>See 19.28.01 for privacy of research data (Research Management)</i> <i>See 19.32.01 for the recruitment of people to participate in research (including clinical) trials (Research Management).</i></p>	TEMPORARY Destroy 15 years after project concluded or abandoned, provided the participant has reached 25 years of age.

<p>19.37.02</p>	<p>Records relating to the formulation and or development of research projects which do not proceed. Includes:</p> <ul style="list-style-type: none"> • correspondence • working papers • preliminary data • project and funding proposals • agreements. <p><i>See 19.02.01 for agreements (Research Management).</i> <i>See 19.37.04 for research projects that lead to a patent which is owned by the University (Research Management).</i> <i>See 19.37.03 for research projects that do proceed but do not lead to a patent (Research Management).</i> <i>See 19.07.01 for collaborative research (Research Management).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>19.37.03</p>	<p>Records relating to research projects that do proceed but do not lead to a patent. Includes records relating to project and funding proposals, application forms or tenders, supporting information, referees, protocols, agreements with research and grant partners, and internal and external compliance reports.</p> <p><i>See 19.33.01 for final versions of formal reports (Research Management).</i> <i>See 19.02.01 for agreements (Research Management).</i> <i>See 19.35.04 for research data other than clinical trials which lead to patent (Research Management).</i> <i>See 19.35.05 for research data created in the conduct of research projects which are not clinical trials or not significant, where the data results in publication.</i> <i>See 19.35.03 for research created in the conduct of research projects which are not clinical trials or significant, where the data does <u>not</u> result in publication (Research Management).</i> <i>See 19.35.02 for research created in the conduct of a research project, including clinical trials and projects involving gene therapy, which is of high public interest or significance (Research Management)</i> <i>See 19.37.04 for research projects which lead to a patent which is owned by the University (Research Management)</i> <i>See 19.37.02 for research projects which do not proceed (Research Management).</i> <i>See 19.07.01 for collaborative research (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.37.04</p>	<p>Records relating to research projects, the outcome of which leads to a patent which is owned by the University. Includes records relating to project and funding proposals, application forms or tenders, supporting information, referees, protocols, agreements with research and grant partners, and internal and external compliance reports.</p> <p><i>See 19.35.04 for research data other than clinical trials which leads to a patent (Research Management).</i> <i>See 19.07.01 for collaborative research (Research Management)</i> <i>See 19.37.03 for research projects that do proceed (Research Management).</i> <i>See 19.37.02 for research projects which do not proceed (Research Management).</i> <i>See 19.21.02 for patents registration (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after expiry of patent.</p>
<p>19.37.05</p>	<p>Master register of funded research projects.</p>	<p>PERMANENT</p>

<p>19.38.00</p>	<p>RISK MANAGEMENT (RESEARCH MANAGEMENT) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 19.01.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i> <i>See 19.31.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>19.38.01</p>	<p>Records relating to activities associated with biosafety risk management including management and mitigation of risks associated with biotechnology research.</p> <p><i>See 19.38.02 for risk management, contingency plans and emergency actions (Research Management).</i> <i>See 19.36.08 for chemical use for agricultural and veterinary purposes (Research management).</i> <i>See 19.36.02 for clinical and related waste management (Research Management).</i></p>	<p>PERMANENT</p>
<p>19.38.02</p>	<p>Records documenting the identification of risks relating to Research Management including contingency plans and emergency actions relating to research involving humans, animals, biotechnology and ionising radiation. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 19.38.03 for strategies to reduce the risk of fraud (Research Management).</i> <i>See 19.38.01 for biosafety risk management (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.38.03</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 19.38.02 for risk management, contingency plans and emergency actions (Research Management).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>19.39.00</p>	<p>STANDARDS (RESEARCH MANAGEMENT) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 19.09.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 19.19.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 19.27.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 19.29.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for guidelines on the consistency in written style, graphic design etc. within the University's documents.</i></p>	
<p>19.39.01</p>	<p>Records documenting the implementation of standards relating to Research Management.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>20.00.00</p>	<p>RESEARCH TRAINING</p> <p>The function of managing higher degree by research candidature including coordination and quality assurance of research candidature and scholarships. Includes: <input type="checkbox"/> recommendations by heads of schools, and approvals by the Graduate Research Board for candidature applications;</p> <ul style="list-style-type: none"> • supervision arrangements for each candidate; • applications for and administration of scholarships for candidates; • annual review of progress of each candidate; • changes to conditions of candidature; • leave entitlements for candidates; • suspension or termination of candidates programs; and • submission and examination of candidate's thesis. <p><i>See 02.12.00 ACADEMIC ADMINISTRATION - ENROLMENT for enrolment of candidates following approval by the Board of Graduate Research.</i> <i>See 02.27.00 ACADEMIC ADMINISTRATION - RECRUITMENT for recruitment of candidates.</i> <i>See 03.07.00 CEREMONIAL EVENTS – GRADUATION for graduation ceremonies.</i> <i>See 06.00.00 COURSES & UNITS for course and unit development and delivery.</i> <i>See 19.37.00 RESEARCH MANAGEMENT – RESEARCH PROJECTS for research undertaken by students studying for higher degrees by research.</i></p>	
<p>20.01.00</p>	<p>AGREEMENTS (RESEARCH TRAINING)</p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 19.07.00 RESEARCH MANAGEMENT - COLLABORATIVE RESEARCH for agreements between organisations for the collaborative conduct of research projects.</i> <i>See 20.09.00 GRANT FUNDING for agreements relating to grants.</i> <i>See 20.11.00 INTELLECTUAL PROPERTY for Deed of Assignment agreements.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>20.01.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Research Training, including final versions of agreements.</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>
<p>20.02.00</p>	<p>ASSESSMENT (RESEARCH TRAINING)</p> <p>The activities associated with processing and forming judgements about the quality and extent of student learning. Includes verbal assessment (viva voce) and submission and examination of theses, other significant work and dissertations.</p> <p><i>See 20.20.00 SUPERVISION for providing advice and instruction, assistance, a sounding board for ideas and plans, and review of written material for research higher degrees.</i> <i>See 06.03.00 COURSES & UNITS - ASSESSMENT for assessment by coursework.</i> <i>See 02.13.00 ACADEMIC ADMINISTRATION - EXAMINATIONS & RESULTS for administrative arrangements for examinations, management of results, examination papers and reports on plagiarism.</i> <i>See 03.07.00 CEREMONIAL EVENTS - GRADUATION for the formal process by which students that have successfully completed their course requirements are admitted to degrees and awarded diplomas.</i></p>	

<p>20.02.01</p>	<p>Records relating to the assessment of theses or other significant work by research higher degree candidates (Masters and PhD). Includes appointment of examiners.</p> <p><i>See 02.13.01 for final results (Examination results) including result changes (Academic Administration).</i> <i>See 20.02.01 for supervision of research higher degree students (Research Training).</i> <i>See 20.02.02 for master set of theses of research higher degrees, masters and PhDs (Research Training).</i></p>	<p>TEMPORARY Destroy 2 years after action completed provided the result has been entered into the student information system or Destroy 10 years after action completed.</p>
<p>20.02.02</p>	<p>Master set of theses submitted by research higher degree candidates (Masters and PhD) for the purpose of assessment or evaluation in their degree.</p> <p><i>See 06.03.03 for master set of theses of honours students (Courses & Units).</i> <i>See 20.02.01 for assessment of research higher degree candidates (Research Training).</i></p>	<p>PERMANENT</p>
<p>20.03.00</p>	<p>AUDIT (RESEARCH TRAINING) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</p> <p><i>See 20.05.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>20.03.01</p>	<p>External and internal audit reports relating to the Research Training function.</p> <p><i>See 12.06.01 for reports provided to the Audit and Risk Management Committee.</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit, whichever is the later.</p>
<p>20.04.00</p>	<p>BOARDS & COMMITTEES (RESEARCH TRAINING) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the board or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 20.13.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>20.04.01</p>	<p>Records of internal committees relating to Research Training that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for key University committees and boards (Governance)</i> <i>See 20.04.03 for external committees not administered by the University (Research Training).</i> <i>See 20.04.04 for committee administration (Research Training).</i> <i>See 20.13.01 for meetings (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>20.04.02</p>	<p>Records of external committees relating to Research Training where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • Documents establishing the committee • Documents appointment members • Final versions of minutes • Agenda papers • Reports presented to the committee • Submissions presented to the committee <p><i>See 20.04.03 for external committees not administered by the University (Research Training).</i> <i>See 20.04.01 for internal committees that are <u>not</u> key University Committees (Research Training)</i> <i>See 20.04.040 for committee administration (Research Training)</i> <i>See 20.13.01 for meetings (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>20.04.03</p>	<p>Records of external committees relating to Research Training where the University participates but does <u>not</u> have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • Copies of minutes • Agenda papers • Copies of reports presented to the committee • Copies of submissions presented to the committee. <p><i>See 20.04.02 for external committees where the University has the administrative role (Research Training).</i> <i>See 20.04.01 for non-key internal committees (Research Training)</i> <i>See 20.13.01 for meetings</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>20.04.04</p>	<p>Records documenting the conduct and administration of committees relating to Research Training.</p> <p><i>See 20.04.02 for external committees where the University has the administrative role (Research Training).</i> <i>See 20.04.01 for non-key internal committees (Research Training)</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>20.05.00</p>	<p>COMPLIANCE (RESEARCH TRAINING)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 20.03.00 AUDIT for the process of validating compliance against records.</i> <i>See 06.01.00 COURSES & UNITS - ACCREDITATION for the process by which the University recognises a program of study or an institution as meeting predetermined standards.</i> <i>See 02.33.00 ACADEMIC ADMINISTRATION - STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
<p>20.05.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Research Training.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>20.06.00</p>	<p>CONFERENCES (RESEARCH TRAINING) The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc. <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences</i></p>	
<p>20.06.01</p>	<p>Records documenting conferences relating to Research Training where the University acts as secretariat or convener including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • submissions • briefings <p><i>See 20.06.02 for records presented to conferences (Research Training).</i> <i>See 20.06.04 for conferences administrative arrangements (Research Training).</i> <i>See 20.06.03 for conferences arranged by other organisations (Research Training).</i></p>	<p>PERMANENT</p>
<p>20.06.02</p>	<p>Records presented by the University to conferences relating to Research Training arranged by external organisations including:</p> <ul style="list-style-type: none"> • Submissions • Papers • Briefings <p><i>See 20.06.01 for conferences where University is convenor or secretariat (Research Training).</i> <i>See 20.06.03 for conferences arranged by other organisations.</i></p>	<p>PERMANENT</p>
<p>20.06.03</p>	<p>Records documenting conferences arranged by other organisations relating to Research Training including:</p> <ul style="list-style-type: none"> • Minutes • Summaries of proceedings • Agenda papers • Published papers • Reports • Promotional material • Notices • Programs • Invitations <p><i>See 20.06.02 for records presented to conferences (Research Training).</i> <i>See 20.06.01 for conferences where University is convenor or secretariat (Research Training).</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>20.06.04</p>	<p>Records documenting administrative arrangements for conferences relating to Research Training arranged by the University including:</p> <ul style="list-style-type: none"> • Attendance details • Promotional material • Invitations • Registrations • Travel and accommodation arrangements • Venue and facilities hire. <p><i>See 20.06.01 for conferences where University is convenor or secretariat (Research Training).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

20.07.00	<p>CONTRACTING-OUT (RESEARCH TRAINING)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
20.07.01	<p>Records documenting the management of contracts relating to Research Training including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance)</i> <i>See 20.07.02 for tender documents (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
20.07.02	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 20.07.01 for signed contracts and contract management (Research Training)</i> <i>See 20.07.03 for unsuccessful tenders and tenders that do not proceed (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
20.07.03	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 20.07.02 for tender documents (Research Training)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
20.08.00	<p>ENQUIRIES (RESEARCH TRAINING)</p> <p>The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) GOVERNMENT RELATIONS - INQUIRIES for investigations of inquiry by parliamentary committees.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
20.08.01	<p>Records documenting enquiries requesting general information relating to Research Training.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>20.09.00</p>	<p>GRANT FUNDING (RESEARCH TRAINING) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p><i>See 19.07.00 COLLABORATIVE RESEARCH for agreements between organisations for the collaborative conduct of research projects.</i> <i>See 19.37.00 RESEARCH PROJECTS for the activities of University staff and students conducting research.</i> <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for teaching and professional development grants.</i> <i>See 24.12.00 STUDENT SUPPORT SERVICES - GRANT FUNDING for one off grants provided by the University to students in the form of financial assistance or loans.</i> <i>See 02.23.00 ACADEMIC ADMINISTRATION - PRIZES AWARDS & SCHOLARSHIPS for the establishment, rules, conditions and provision of prizes, awards, scholarships and bursaries provided to students.</i></p>	
<p>20.09.01</p>	<p>Records documenting the receipt of grant funds and the administration of grants relating to Research Training.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>20.10.00</p>	<p>GUIDELINES (RESEARCH TRAINING) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 20.15.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 20.16.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>20.10.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Research Training.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>20.11.00</p>	<p>INTELLECTUAL PROPERTY (RESEARCH TRAINING) The activities involved in managing the University's intellectual property, both published and unpublished and the University's use of the intellectual property of others. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) and Right to Information (ROI) legislation. Also includes Deed of Assignment agreements.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice provided by the Legal Office on intellectual property issues and drafting associated documentation including licences.</i></p>	
<p>20.11.01</p>	<p>Records documenting intellectual property management relating to Research Training. Includes unsuccessful applications for grant or registration of intellectual property, supporting information, searches and correspondence between officers internally or between solicitors/attorneys.</p> <p><i>See 20.11.04 for the grant and registration of intellectual property (Research Training).</i> <i>See 20.11.02 for arrangements for use of intellectual property (Research Training).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>20.11.02</p>	<p>Records documenting arrangements for the use of intellectual property relating to Research Training. Includes correspondence between licensors and licensees, agreements and material or product transfer.</p> <p><i>See 20.11.04 for the grant and registration of intellectual property (Research Training).</i> <i>See 20.11.01 for intellectual property management (Research Training)/</i></p>	<p>TEMPORARY Destroy 7 years after expiry or termination of contract.</p>

20.11.03	<p>Records of infringements and disputes concerning intellectual property relating to Research Training. Includes notification of disputes, mediation, agreement and outcome.</p> <p><i>See 20.11.04 for the grant and registration of intellectual property (Research Training)</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
20.11.04	<p>Records documenting the grant or registration of intellectual property relating to Research Training. Records include:</p> <ul style="list-style-type: none"> • applications for grant or registration; • formal assignment of intellectual property • request forms, specifications, patents - provisional or complete • requests for examination • acceptances • objections - statement, hearings • extensions for registration • renewals • supporting documents • final documents e.g. the sealed patent, licence <p><i>See 20.11.03 for intellectual property infringements and disputes (Research Training).</i> <i>See 20.11.02 for arrangements for use of intellectual property (Research Training)</i> <i>See 20.11.01 for intellectual property management (Research Training)</i></p>	<p>PERMANENT</p>
20.12.00	<p>LEAVE PROVISIONS (RESEARCH TRAINING) The process of administering leave provisions for research candidates are eligible.</p> <p><i>See EMPLOYMENT & WORKPLACE RELATIONS - LEAVE PROVISIONS for the administration of leave provisions for academic staff.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL – LEAVE for managing leave eligibility for professional staff and volunteers.</i></p>	
20.12.01	<p>Research candidates' applications for leave and supporting documentation.</p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
20.13.00	<p>MEETINGS (RESEARCH TRAINING) Insert scope note to describe the activity</p> <p><i>See 02.01.00 etc. (add see references as required)</i></p>	
20.13.01	<p>The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc.</p> <p><i>See 20.04.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 20.06.00 CONFERENCES for meetings at conferences.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>20.14.00</p>	<p>PLANNING (RESEARCH TRAINING) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i> <i>See 06.08.00 COURSES & UNITS - COURSE DEVELOPMENT for planning and developing course proposals.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i></p>	
<p>20.14.01</p>	<p>Records documenting the development and revision of business plans relating to Research Training including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<p>20.15.00</p>	<p>POLICY (RESEARCH TRAINING) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 20.05.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 20.10.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 20.16.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>20.15.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to Research Training.</p> <p><i>See 20.16.02 for notice of new or changed policies, procedures, guidelines (Research Training).</i></p>	<p>PERMANENT</p>
<p>20.16.00</p>	<p>PROCEDURES (RESEARCH TRAINING) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 20.10.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 20.15.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>20.16.01</p>	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Research Training.</p> <p><i>See 20.16.02 for notice of new or changed policies, procedures, guidelines (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
<p>20.16.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Research Training.</p> <p><i>See 20.15.01 for policy (Research Training).</i> <i>See 20.16.01 for procedure and manuals (Research Training).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

20.17.00	<p>QUALITY IMPROVEMENT (RESEARCH TRAINING)</p> <p>The process of improving and maintaining excellence across all University activities, services and processes in research teaching.</p> <p><i>See 20.14.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p> <p><i>See 20.19.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
20.17.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Research Training.	TEMPORARY Destroy 7 years after action completed.
20.18.00	<p>REPORTING (RESEARCH TRAINING)</p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 20.04.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
20.18.01	Final versions of formal internal and external reports prepared by or for the University relating to Research Training.	TEMPORARY Destroy 5 years after action completed.
	<i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i>	
20.18.02	Statistical information collected by or for the University relating to significant Research Training activities.	PERMANENT
	<i>See 20.18.03 for non-significant statistics (Research Training).</i>	
20.18.03	Statistical information collected by or for the university relating to <u>non</u> -significant Research Training activities.	TEMPORARY Destroy 2 years after action completed.
	<i>See 20.18.02 for statistics of significant activities (Research Training).</i>	
20.18.04	Records documenting responses to questionnaires and surveys relating to Research Training.	TEMPORARY Destroy 2 years after action completed.
20.19.00	<p>RISK MANAGEMENT (RESEARCH TRAINING)</p> <p>The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 20.17.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
20.19.01	Records documenting the identification of risks relating to the Research Training function. Includes risk registers and mitigation strategies.	TEMPORARY Destroy 7 years after action completed.
	<i>See 23.09.01 for the corporate risk register.</i> <i>See 20.19.02 for strategies to reduce the risk of fraud (Research Management)</i>	
20.19.02	Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.	TEMPORARY Destroy 7 years after action completed.
	<i>See 20.19.01 for risk management (Research Training).</i>	

<p>20.20.00</p>	<p>SUPERVISION (RESEARCH TRAINING) The process in research of providing advice and instruction, support, assistance, a sounding board for ideas and plans, and review of written material - all in a way which is consistent with the original contribution being made by the research candidate rather than the supervisor. Includes supervision support such as web resources. Also includes registration and re-registration as a supervisor of graduate research. <i>See 02.13.00 ACADEMIC ADMINISTRATION - EXAMINATIONS & RESULTS for supervision of examinations.</i></p>	
<p>20.20.01</p>	<p>Records relating to the supervision of research of higher degree students including records of supervision sessions and meetings. See 20.02.01 for assessment – Research higher degree candidates (Research Training).</p>	<p>TEMPORARY Destroy 10 years after end of relevant enrolment period.</p>
<p>21.00.00</p>	<p>RESIDENTIAL STUDENT SERVICES The function of providing student residential accommodation and related services to international and domestic students of the University. Includes developing policies, procedures, plans and strategies, and providing advice relating to student residential accommodation; managing the operations of student accommodation, including marketing, resident applications, setting fees and charges, establishing and maintaining residents' records; and managing contracts with external providers for services such as catering. Also includes the provision of a range of pastoral, academic, social, cultural, sporting and community services to resident students, managing resident student grievances. Also includes working in partnership with Government, community and private groups to develop options for student accommodation, including off-campus housing. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for the activities related to the payment of fees by residential students.</i> <i>See 14.12.00 INDEPENDENT & COMMERCIAL SERVICES - HOUSING for student accommodation provided by student organisations and independent commercial operations.</i> <i>See 14.00.00 INDEPENDENT & COMMERCIAL SERVICES for a range of services provided by the University including catering, accommodation, conference venues and other services to non-students.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT for developing and maintaining student residential accommodation infrastructure including: maintenance, development and funding of new accommodation; and managing contracts with external providers for services such as construction and cleaning.</i> <i>See 24.00.00 STUDENT SUPPORT SERVICES for the provision of support services to students of the University.</i></p>	

<p>21.01.00</p>	<p>ADVICE (RESIDENTIAL STUDENT SERVICES) The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising. Includes advice of a general nature from other Australian or international educational institutions. Includes advice to students on course related matters. Also includes legal advice provided by internal and external sources.</p> <p><i>See 21.10.00 ENQUIRIES for requests for information about the University and its services by the general public or another University.</i> <i>See 02.03.00 ACADEMIC ADMINISTRATION - ADVICE for advice provided to students on course related matters.</i> <i>See 24.07.00 STUDENT SUPPORT SERVICES - COUNSELLING for advice given to individual students on non-course related matters.</i> <i>See 24.16.00 STUDENT SUPPORT SERVICES - LEARNING SUPPORT for learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice provided by the Legal Office</i></p>	
<p>21.01.01</p>	<p>Records documenting the receipt and provision of advice relating to the Residential Student Services function.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.02.00</p>	<p>AGREEMENTS (RESIDENTIAL STUDENT SERVICES) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 21.16.00 JOINT VENTURES for agreements relating to joint ventures.</i> <i>See 21.13.00 GRANT FUNDING for agreements relating to grants.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - LEASING or PROPERTY MANAGEMENT - LEASING-OUT for tenancy agreements relating to properties used for residential student accommodation.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>21.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Residential Student Services including final versions of agreements.</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>
<p>21.03.00</p>	<p>AUDIT (RESIDENTIAL STUDENT SERVICES) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</p> <p><i>See 21.06.00 COMPLIANCE for complying with standards and requirements.</i></p>	
<p>21.03.01</p>	<p>External and internal audit reports relating to the Residential Student Services function.</p> <p><i>See 12.06.01 for the reports provided to the Audit and Risk Management Committee.</i></p>	<p>TEMPORARY Destroy 10 years after action completed or 7 years after completion of next audit.</p>
<p>21.04.00</p>	<p>AUTHORISATION (RESIDENTIAL STUDENT SERVICES) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT – AUTHORISATION for authorisations to conduct financial transactions.</i></p>	
<p>21.04.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to Residential Student Services.</p> <p><i>See 21.04.02 for the delegations of authority (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>

21.04.02	<p>Records documenting delegations of authority relating to Residential Student Services.</p> <p><i>See 12.05.01 for the Delegations Register.</i> <i>See 21.04.01 authorisations (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>
21.05.00	<p>BOARDS & COMMITTEES (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth, etc). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</p> <p><i>See 12.06.00 GOVERNANCE – BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 21.19.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
21.05.01	<p>Records of internal committees relating to Residential Student Services that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for Key University Committees & Boards (Governance)</i> <i>See 21.05.02 for external committees where the University has the administrative role (Residential Student Services).</i> <i>See 21.05.04 for committee administration (Residential Student Services).</i> <i>See 21.19.01 for meetings (Residential Student Services)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
21.05.02	<p>Records of external committees relating to Residential Student Services where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 21.05.03 for external committees not administered by the University (Residential Student Services).</i> <i>See 21.05.01 for non-key internal committees (Residential Student Services).</i> <i>See 21.05.04 for committee administration (Residential Student Services).</i> <i>See 21.19.01 for meetings (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
21.05.03	<p>Records of external committees relating to Residential Student Services where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See for external committees where the University has the administrative role (Residential Student Services).</i> <i>See 21.05.01 for non-key internal committees (Residential Student Services).</i> <i>See 21.19.01 for meetings (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

21.05.04	<p>Records documenting the conduct and administration of committees relating to Residential Student Services.</p> <p><i>See 21.05.01 for non-key internal committees (Residential Student Services).</i> <i>See 21.05.02 for external committees where the University has the administrative role (Residential Student Services).</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
21.06.00	<p>COMPLIANCE (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p> <p><i>See 21.03.00 AUDIT for the process of validating compliance against records.</i> <i>See 02.33.00 ACADEMIC ADMINISTRATION - STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
21.06.01	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
21.07.00	<p>CONFERENCES (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - ADDRESSES (PRESENTATIONS) for addresses given at a conference.</i> <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences.</i></p>	
21.07.01	<p>Records documenting conferences relating to Residential Student Services where the University acts as secretariat or convener including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • submissions • briefings <p><i>See 21.07.03 for conferences arranged by external organisations (Residential Student Services).</i> <i>See 21.07.04 for administrative arrangements for conferences (Residential Student Services).</i></p>	<p>PERMANENT</p>
21.07.02	<p>Records presented by the University to conferences relating to Residential Student Services arranged by external organisations including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings <p><i>See 21.07.03 for conferences arranged by external organisations (Residential Student Services).</i> <i>See 21.07.01 for conferences where the University acts as secretariat or convener (Residential Student Services).</i></p>	<p>PERMANENT</p>

<p>21.07.03</p>	<p>Records documenting conferences arranged by external organisations relating to Residential Student Services including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • invitations <p><i>See 21.07.01 for conferences where the University acts as secretariat or convenor (Residential Student Services).</i> <i>See 21.07.02 for records presented to conferences (Residential Student Services).</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>21.07.04</p>	<p>Records documenting administrative arrangements for conferences relating to Residential Student Services arranged by the University including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire <p><i>See 21.07.01 for conferences where the University acts as secretariat or convenor (Residential Student Services).</i> <i>See 14.07.01 for conferences organised for external organisations (Independent & Commercial Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>21.08.00</p>	<p>CONTRACTING-OUT (RESIDENTIAL STUDENT SERVICES) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
<p>21.08.01</p>	<p>Records documenting the management of contracts relating to Residential Student Services including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance).</i> <i>See 21.08.02 for tender documents (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>21.08.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 21.08.01 for signed contracts and contract management (Residential Student Services).</i> <i>See 21.08.03 for unsuccessful tenders and tenders that do not proceed (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>21.08.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 21.08.02 for tender documents (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.09.00</p>	<p>CUSTOMER SERVICE (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with the planning, provision, monitoring and evaluation of services provided to internal and external customers. Includes surveys to monitor performance.</p> <p><i>For customer services provided to students relating to residential accommodation managed by the University use RESIDENTIAL STUDENT ACCOMMODATION - CUSTOMER SERVICE.</i> <i>See 02.09.00 for ACADEMIC ADMINISTRATION - CUSTOMER SERVICE for customer services provided to students relating to academic matters.</i></p>	
<p>21.09.01</p>	<p>Records documenting the development of customer service charters and guidelines relating to the provision of services to residential students including:</p> <ul style="list-style-type: none"> • master copies of customer service charters • final versions of guidelines <p><i>See 21.09.02 for customer services (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 2 years after superseded.</p>
<p>21.09.02</p>	<p>Records documenting the planning, monitoring and evaluation of customer services relating to Residential Student Services.</p> <p><i>See 21.09.01 for customer service charters and guidelines (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>21.10.00</p>	<p>ENQUIRIES (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 21.01.00 ADVICE for the receipt and provision of advice relating to the Residential Student Services.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT – RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>21.10.01</p>	<p>Records documenting enquiries requesting general information relating to Residential Student Services.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>21.11.00</p>	<p>EXHIBITIONS (RESIDENTIAL STUDENT SERVICES) The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the University. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - EXHIBITIONS for the University's participation in community exhibitions.</i></p>	
<p>21.11.01</p>	<p>Records documenting the mounting of displays relating to Residential Student Services including exhibition brief and design, and arrangements for setting up a display.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
<p>21.12.00</p>	<p>FEE SETTING (RESIDENTIAL STUDENT SERVICES) The process of setting fees and charges including approval processes. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for the payment of fees and charges.</i></p>	
<p>21.12.01</p>	<p>Records relating to the setting of fees and charges including schedule of fees relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.13.00</p>	<p>GRANT FUNDING (RESIDENTIAL STUDENT SERVICES) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations. <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for teaching and professional development grants. See 24.12.00 STUDENT SUPPORT SERVICES - GRANT FUNDING for one off grants provided by the University to students in the form of financial assistance or loans.</i></p>	
<p>21.13.01</p>	<p>Records documenting the receipt of grant funds and the administration of grants relating to Residential Student Services. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.14.00</p>	<p>GRIEVANCES (RESIDENTIAL STUDENT SERVICES) The activities associated with the handling and resolution of student grievances relating to residential student accommodation. <i>See 21.23.00 PUBLIC RESPONSE for complaints from the public relating to Residential Student Services. See 02.16.00 ACADEMIC ADMINISTRATION - GRIEVANCES for student grievances (including higher degree by research candidates) relating to academic matters. See 24.13.00 STUDENT SUPPORT SERVICES - GRIEVANCES for student grievances relating to non-academic matters and general misconduct matters raised by staff.</i></p>	
<p>21.14.01</p>	<p>Records documenting complaints made by residential students including:</p> <ul style="list-style-type: none"> • notes documenting verbal complaints • notes documenting verbal explanation of respondents • evidence of the complaints • action/outcome of such complaints • statements and responses made by both the complainant and respondent. <p><i>See 24.13.01 for student grievances relating to non-academic matters and general misconduct matters (Student Support Services). See 02.16.02 for student grievances relating to academic matters (Academic Administration).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

21.15.00	<p>GUIDELINES (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 21.21.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See 21.22.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
21.15.01	<p>Final versions of codes of conduct including records documenting their development for residential students.</p> <p><i>See 21.15.02 for Guidelines (Residential Student Services).</i></p>	<p>TEMPORARY Destroy when superseded.</p>
21.15.02	<p>Records documenting the development of guidelines and final versions of guidelines relating to the Residential Student Services.</p> <p><i>See 21.15.01 for code of conduct (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
21.16.00	<p>JOINT VENTURES (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities involved in managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract. Also includes joint ventures between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres.</p>	
21.16.01	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Residential Student Services, including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • agreements • contracts • Memoranda of Understanding (MOU) • Memoranda of Agreement • Service Level Agreements • progress reports • <input type="checkbox"/> correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract.</p>
21.17.00	<p>LIAISON (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 21.01.00 ADVICE for formal advice.</i></p> <p><i>See 21.05.00 BOARDS & COMMITTEES or MEETINGS for liaison through committees or meetings.</i></p> <p><i>See 21.16.00 JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
21.17.01	<p>Records documenting liaison activities relating to Residential Student Services. Includes the exchange of information, collaboration on projects, and all the activities involving the organisation as a member of an external body.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>21.18.00</p>	<p>MARKETING (RESIDENTIAL STUDENT SERVICES) The process of promoting and marketing residential student services offered by the University of Tasmania. Includes market research, advertising and marketing campaigns.</p> <p><i>See 02.19.00 ACADEMIC ADMINISTRATION – MARKETING for marketing courses and units to prospective students.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS – MEDIA RELATIONS for cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, and organising media interviews.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
<p>21.18.01</p>	<p>Records documenting marketing campaigns, the dissemination of promotional material and the provision of University souvenirs relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>21.19.00</p>	<p>MEETINGS (RESIDENTIAL STUDENT SERVICES) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings, etc.</p> <p><i>See 21.05.03 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 21.07.00 CONFERENCES for meetings at conferences.</i></p>	
<p>21.19.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Residential Student Services.</p> <p><i>See 21.05.03 for external committees not administered by the University (Residential Student Services)</i> <i>See 21.05.02 for external committees where the University has the administrative role (Residential Student Services).</i> <i>See 21.05.01 for non-key internal committees (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>21.20.00</p>	<p>PLANNING (RESIDENTIAL STUDENT SERVICES) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i> <i>See 23.06.00 STRATEGIC PLANNING - MASTERPLANNING for the strategic process that develops a concept plan that designs facilities and infrastructure and areas to meet needs identified by the University.</i></p>	
<p>21.20.01</p>	<p>Records documenting the development and revision of business plans relating to Residential Student Services including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (Da 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>

<p>21.21.00</p>	<p>POLICY (RESIDENTIAL STUDENT SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 21.06.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 21.15.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 21.22.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>21.21.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to Residential Student Services.</p> <p><i>See 21.22.02 for notice of new or changed policies, guidelines (Residential Student Services).</i></p>	<p>PERMANENT</p>
<p>21.22.00</p>	<p>PROCEDURES (RESIDENTIAL STUDENT SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 21.15.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 21.21.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>21.22.01</p>	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Residential Student Services.</p> <p><i>See 21.22.02 for notice of new or changed policies, procedures, guidelines (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.22.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines and notification of significant events relating to Residential Student Services.</p> <p><i>See 21.21.01 for policy (Residential Student Services)</i> <i>See 21.22.01 for procedures (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>21.23.00</p>	<p>PUBLIC RESPONSE (RESIDENTIAL STUDENT SERVICES) The process of handling public response to the University's policies or services. Includes anonymous letters, letters of complaint, responses to electronic, print and social media, and letters of congratulations or appreciation received from the public.</p> <p><i>See 21.14.00 GRIEVANCES for the handling and resolution of residential student complaints/grievances.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS – MEDIA RELATIONS for official public statements made on behalf of the University in response to media demand.</i></p>	
<p>21.23.01</p>	<p>Records documenting complaints relating to Residential Student Services which:</p> <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow up • contain qualified legal opinion • lead to procedural changes <p><i>See 21.23.02 for public complaints – not precedent or result in policy/procedures change (Residential Student Services).</i></p>	<p>PERMANENT</p>

21.23.02	<p>Records documenting complaints relating to Residential Student Services that do not create a precedent or result in change to policy or procedures.</p> <p><i>See 21.23.01 for public complaints – precedent or result in policy or procedures change (Residential Student Services)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
21.23.03	<p>Records documenting suggestions and expressions of appreciation or congratulations from the public to the University relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
21.24.00	<p>QUALITY IMPROVEMENT (RESIDENTIAL STUDENT SERVICES) The process of improving and maintaining excellence across all University activities, services and processes and administration.</p> <p><i>See 21.20.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See 21.29.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
21.24.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Residential Student Services.</p>	<p>TEMPOARY Destroy 7 years after action completed.</p>
21.25.00	<p>REPORTING (RESIDENTIAL STUDENT SERVICES) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 21.05.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
21.25.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Residential Student Services.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
21.25.02	<p>Statistical information collected by or for the University relating to significant Residential Student services activities.</p> <p><i>See 21.25.03 for statistics of non-significant activities (Residential Student Services).</i></p>	<p>PERMANENT</p>
21.25.03	<p>Statistical information collected by or for the University relating to <u>non</u>-significant Residential Student Services activities.</p>	<p>TEMPORARY Destroy 2 years after date closed.</p>
21.25.04	<p>Records documenting responses to questionnaires and surveys relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>21.26.00</p>	<p>REPRESENTATIVES (RESIDENTIAL STUDENT SERVICES) The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the University or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups.</p> <p><i>For the appointment of University representatives relating to residential accommodation use RESIDENTIAL STUDENT SERVICES - REPRESENTATIVES.</i> <i>See 21.05.00 BOARDS & COMMITTEES for appointments to committees.</i> <i>See 08.02.00 EMPLOYMENT & WORKPLACE RELATIONS - APPOINTMENTS for the University assigning or designating someone to an office or position within the University.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for legal representation provided by the Legal Office.</i></p>	
<p>21.26.01</p>	<p>Records documenting the nomination, appointment, resignation or termination of appointment of university representatives relating to Residential Student Services.</p>	<p>TEMPORARY Destroy 2 years after termination of appointment.</p>
<p>21.27.00</p>	<p>RESIDENT INFORMATION (RESIDENTIAL STUDENT SERVICES) The activities associated with establishing and maintaining information relating to resident students at the University. Includes applications for resident accommodation, residents personal and contact details including nationality, emergency contacts and next of kin and bank details. Also includes information relating to fee payments and details of incidents involving students.</p>	
<p>21.27.01</p>	<p>Records relating to students in residential accommodation. Records may include:</p> <ul style="list-style-type: none"> • successful applications and acceptances • student contracts • breaches of code of conduct relating to in-house codes of conduct and disciplinary action. <p><i>See 24.08.02 for general misconduct investigations (Student Support Services).</i> <i>See 21.27.02 for unsuccessful applications for residential accommodation (Student support services).</i></p>	<p>TEMPORARY Destroy 2 years after student leaves accommodation.</p>
<p>21.27.02</p>	<p>Records relating to unsuccessful applications for student residential accommodation.</p> <p><i>See 21.27.01 for residential students records (Residential Student Services).</i></p>	<p>TEMPORARY Destroy 6 months after semester commenced.</p>
<p>21.28.00</p>	<p>RESIDENT SUPPORT SERVICES (RESIDENTIAL STUDENT SERVICES) The activities associated with the management and provision of pastoral care and residential support, and the development of a community of students in residence.</p> <p><i>See 02.03.00 ACADEMIC ADMINISTRATION - ADVICE for advice on course related matters.</i> <i>See 24.16.00 STUDENT SUPPORT SERVICES - LEARNING SUPPORT for learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University.</i> <i>See 24.07.00 STUDENT SUPPORT SERVICES - COUNSELLING for advice, guidance or assistance with adjustment and mental health issues for students. Includes career counselling, disability services, personal counselling and chaplaincy services.</i> <i>See 21.09.00 CUSTOMER SERVICE for the planning, provision, monitoring and evaluation of services provided to students in residence.</i></p>	
<p>21.28.01</p>	<p>Records relating to the provision of support services for resident students including pastoral care.</p> <p><i>See 24.07.02 for student career counselling (Student Support Services).</i> <i>See 24.07.01 for student personal counselling and disability services Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

21.29.00	<p>RISK MANAGEMENT (RESIDENTIAL STUDENT SERVICES)</p> <p>The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 21.03.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i></p> <p><i>See 21.24.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p> <p><i>See 21.30.00 SECURITY for security arrangements relating to residential accommodation.</i></p>	
21.29.01	<p>Records documenting the identification of risks relating to the Residential Student Services function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i></p> <p><i>See 21.29.02 for strategies to reduce the risk of fraud (Residential Student Services).</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
21.29.02	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 21.29.01 for risk management (Residential Student Services)</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
21.30.00	<p>SECURITY (RESIDENTIAL STUDENT SERVICES)</p> <p>The activities associated with measures taken to protect people, premises, equipment, data or information from accidental or intentional damage or from unauthorised access. Includes the security classification of employees and criminal record checks. Also includes measures taken to ensure the safety of students and staff.</p> <p><i>For security arrangements relating to residential accommodation use RESIDENTIAL STUDENT SERVICES - SECURITY.</i></p> <p><i>See 24.28.00 STUDENT SUPPORT SERVICES – SECURITY for the personal safety of students.</i></p> <p><i>See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for outsourcing security services.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – SECURITY for security relating to University properties.</i></p>	
21.30.01	<p>Records documenting major security incidents relating to Residential Student Services including referral to a law enforcement agency.</p> <p><i>See 21.30.02 for security incidents that are not referred to law enforcement (Residential Student Services).</i></p>	<p>PERMANENT</p>
21.30.02	<p>Records Documenting security incidents relating to Residential Student Services not referred to a law enforcement agency.</p> <p><i>See 21.30.01 for major security incidents referred to law enforcement (Residential Student Services).</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
21.30.03	<p>Records documenting the management of security arrangements relating to Residential Student Services.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>

<p>21.31.00</p>	<p>VISITS (RESIDENTIAL STUDENT SERVICES) The activities involved in arranging visits by students, other organisations and the public to the University, with a view to inform, educate or promote the services, operation and role of the University. Includes:</p> <ul style="list-style-type: none"> • visits by potential residential students • tours of University facilities • visits by overseas officials and diplomats <p>See 01.23.00 ACADEMIC & INTERNATIONAL RELATIONS – VISITS for visits by overseas officials relating to International Relations. See 02.27.00 ACADEMIC ADMINISTRATION - RECRUITMENT for visits and tours by prospective students, and school and community groups. See 04.06.00 COMMUNITY ENGAGEMENT - PROTOCOL for protocol relating to visits to the University by distinguished persons.</p>	
<p>21.31.01</p>	<p>Records documenting administrative arrangements for visits to the university by potential residential students.</p>	<p>TEMPORARY Destroy 2 years after actin completed.</p>
<p>22.00.00</p>	<p>STAFF DEVELOPMENT The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff. Includes provision of grant funding for staff to undertake professional development.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT - TRAINING for professional development courses for staff.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p> <p>NOTE: This function maps to STAFF DEVELOPMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>22.01.00</p>	<p>AUTHORISATION (STAFF DEVELOPMENT) The process of seeking and granting permission to undertake requested actions. Includes delegations of authority.</p> <p>For staff seeking and gaining permission to attend conferences for professional development use STAFF DEVELOPMENT - AUTHORISATION.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - ARRANGEMENTS for authorisation for staff to undertake travel.</i></p>	
<p>22.01.01</p>	<p>Records documenting permissions and authorisations to undertake requested actions relating to the Staff Development function.</p> <p><i>See 22.01.02 for delegations of authority (Staff Development).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>22.01.02</p>	<p>Records documenting delegations of authority relating to the Staff Development function.</p> <p><i>See 12.05.01 for the Delegations Register.</i> <i>See 22.01.01 for authorisations (Staff Development).</i></p>	<p>TEMPORARY Destroy 10 years after superseded or revoked.</p>

22.02.00	<p>GRANT FUNDING (STAFF DEVELOPMENT) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p>For teaching and professional development grants use STAFF DEVELOPMENT - GRANT FUNDING.</p> <p><u>See 08.09.00 EMPLOYMENT & WORKPLACE RELATIONS - PRIZES AWARDS & SCHOLARSHIPS for staff awards.</u></p>	
22.02.01	<p>Records documenting the receipt of grant funds and the administration of grants relating to Staff Development. Includes financial assistance provided to staff for professional development.</p> <p><u>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions, e.g. receipts, invoices, etc.</u></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
22.03.00	<p>GUIDELINES (STAFF DEVELOPMENT) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><u>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT - POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</u> <u>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT - PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</u></p>	
22.03.01	<p>Records documenting the development of guidelines and final versions relating to Staff Development.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
22.04.00	<p>ORIENTATION (STAFF DEVELOPMENT) The activities associated with coordinating and implementing orientation activities including orientation and induction seminars and on-line orientation designed to connect new staff with people and key service staff. Also includes the provision of information, introduction to the services and facilities available on each campus, and opportunities to meet other staff.</p> <p><u>See 27.02.00 WORK HEALTH & SAFETY - INDUCTION & TRAINING for providing safety induction training for University employees, students and contractors working on site at the University.</u></p>	
22.04.01	<p>Records relating to arrangements for orientation and induction programs for new staff including activities such as information sessions.</p> <p><u>See 27.02.01 for safety induction and training (Work Health & Safety).</u> <u>See 24.19.01 for student orientation (Student Support Services).</u></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
22.05.00	<p>PLANNING (STAFF DEVELOPMENT) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><u>See the Disposal Schedule for common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</u></p>	
22.05.01	<p>Records documenting the development and revision of business plans relating to Staff Development, including final versions of plans.</p> <p><u>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</u></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>

22.06.00	<p>QUALITY IMPROVEMENT (STAFF DEVELOPMENT) The process of improving and maintaining excellence across all University activities, services and processes in staff support and development.</p> <p><i>See 22.05.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i> <i>See 22.07.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
22.06.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Staff Development.	TEMPORARY Destroy 7 years after action completed.
22.07.00	<p>RISK MANAGEMENT (STAFF DEVELOPMENT) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational and project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communications, reporting, authorisation and monitoring practices.</p> <p><i>See 22.06.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
22.07.01	Records documenting the identification of risks relating to Staff Development. Includes the implementation of practices and procedures to reduce the risk. <i>See 23.07.01 for the corporate risk register.</i> <i>See 22.07.02 for strategies to reduce the risk of fraud (Staff Development).</i>	TEMPORARY Destroy 7 years after action completed.
22.07.02	Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies. <i>See 22.07.01 for risk management (Staff Development).</i>	TEMPORARY Destroy 10 years after action completed.

<p>23.00.00</p>	<p>STRATEGIC PLANNING The function of applying broad systematic management planning for the University. Includes:</p> <ul style="list-style-type: none"> • developing and reviewing the University's Strategic Plan including the development and monitoring of performance indicators • developing, monitoring, and reviewing long-term University strategies and agreements • major or long-term infrastructure development <p><i>See 12.00.00 GOVERNANCE for governing the University including management of the governance structure, development, review and amendment of University legislation and Governance level principles, approval of policies, procedures, guidelines and authorisation of delegations.</i> <i>See 26.00.00 UNIVERSITY DEVELOPMENT & ALUMNI for managing relationships and building support for the advancement of the University in order to increase the University's financial support from its key outside constituents.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - BUDGETING for the process of planning the use of expected funding income from the Commonwealth and other funding sources.</i></p> <p>NOTE: This function maps to STRATEGIC MANAGEMENT in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>23.01.00</p>	<p>AGREEMENTS (STRATEGIC PLANNING) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 12.03.00 GOVERNANCE - AGREEMENTS for agreements with University Business Enterprises.</i> <i>See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for agreements with service providers for campus services such as child care, mail delivery & collection, security and cleaning.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>23.01.01</p>	<p>Final version of agreements relating to Strategic Planning.</p> <p><i>See 23.01.02 for agreements (Strategic Planning)</i></p>	<p>PERMANENT</p>
<p>23.01.02</p>	<p>Records Documenting the establishment, maintenance and review of agreements relating to Strategic Planning.</p> <p><i>See 213.01.01 for final versions of agreements (Governance).</i></p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>

23.02.00	<p>AUDIT (STRATEGIC PLANNING) The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</p> <p>For the University's participation in external quality assurance audits conducted by external university quality and standard agencies use STRATEGIC PLANNING - AUDIT.</p>	
23.02.01	<p>Records documenting external quality assurance audits conducted by external university quality and standard agencies including:</p> <ul style="list-style-type: none"> • submissions by University including the Performance Portfolio • audit reports • documentation relating to panel audit visits • responses by the University to audit reports including progress reports <p><i>See the Disposal Schedule for Short-term Value Records 9DA 2158) for the disposal of duplicate copies of these records.</i> <i>See 23.02.02 for the preparation and planning for external university quality and standards audits (Strategic Planning).</i></p>	PERMANENT
23.02.02	<p>Records documenting preparations and planning for external quality audits conducted by external university quality and standards agencies.</p> <p><i>See 23.02.01 for external university quality and standards agencies audits (Strategic Planning).</i></p>	TEMPORARY Destroy 6 months after completion of next audit.
23.02.03	<p>Records relating to the University's participation in the development of national audit protocols and standards for tertiary education providers.</p>	TEMPORARY Destroy 2 years after action completed.
23.03.00	<p>CRISIS MANAGEMENT (STRATEGIC PLANNING) The activities associated with managing a sudden event or series of events that seriously threaten the University's people, operations, assets, environment, or long-term prospects and reputation. Includes the development of recovery objectives including Crisis Management and Recovery Plans and recovery education programs</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT - TRAINING for crisis management training provided to staff.</p>	
23.03.01	<p>Records documenting the development of the Crisis Management and Recovery Plan including final versions of the plan.</p>	TEMPORARY Destroy 7 years after superseded.
23.04.00	<p>ENQUIRIES (STRATEGIC PLANNING) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</p>	
23.04.01	<p>Records documenting enquiries requesting general information relating to Strategic Planning.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	TEMPORARY Destroy 2 years after action completed.

23.05.00	<p>FUNDING SUBMISSIONS (STRATEGIC PLANNING) The activities associated with the preparation and submission of bids by the University for major funding from the Commonwealth Government or State Government. Includes notifications of funds availability, invitations, guidelines and notifications of outcome of applications received from funding sources. Also includes the development of business plans, applications, proposals and supporting documentation prepared by the University.</p> <p><i>See 26.00.00 UNIVERSITY DEVELOPMENT & ALUMNI – FUNDING SUBMISSIONS for funding submissions of a philanthropic nature and Government funding that supports programs established as part of development activities, such as the Scholarships Program or a specific fundraising campaign.</i> <i>See 23.01.00 AGREEMENTS for funding agreements and memoranda of understanding.</i> <i>See 23.08.00 REPORTING for providing formal reports on setting and meeting load targets and the provision of statistics to funding sources.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - BUDGETING for planning the use of expected funding income and expenditure over a specified period.</i></p>	
23.05.01	<p>Records documenting the preparation and submission of successful bids by the University for major funding from the Commonwealth Government or State Government. Includes:</p> <ul style="list-style-type: none"> • notifications of funds availability • invitations • applications • business plans • proposals • supporting documentation • notifications of outcomes <p><i>See 23.05.02 for unsuccessful funding submissions (Strategic Planning)</i> <i>See 26.10.01 for funding submissions to philanthropists and development program (University Development & Alumni)</i> <i>See 23.10.01 for non-funding submissions (Strategic Planning).</i></p>	PERMANENT
23.05.02	<p>Records documenting the preparation and submission of unsuccessful bids by the University for major funding from the Commonwealth Government or other funding sources. Includes:</p> <ul style="list-style-type: none"> • notifications of funds availability • invitations • applications • business plans • proposals • supporting documentation • notifications of outcomes <p><i>See 23.05.01 for successful funding (Strategic Planning)</i> <i>See 26.10.01 for funding submissions to philanthropists and development program (University Development & Alumni).</i> <i>See 23.10.01 for non-funding submissions (Strategic Planning)</i></p>	TEMPORARY Destroy 7 years after date closed.
23.06.00	<p>MASTERPLANNING (STRATEGIC PLANNING) The strategic process that develops an overall design and layout for an area. The process considers the current and future needs of the University to develop a concept plan that designs facilities, infrastructure and areas to best meet these identified needs.</p>	
23.06.01	<p>Final approved version of the Master plan.</p> <p><i>See 23.06.02 for the development of the Master plan (Strategic Planning).</i></p>	PERMANENT
23.06.02	<p>Records documenting the development of the Master plan.</p> <p><i>See 23.06.01 for final version of the master plan (Strategic Management).</i></p>	TEMPORARY Destroy 7 years after the plan is superseded.

23.07.00	QUALITY IMPROVEMENT (STRATEGIC PLANNING) The process of improving and maintaining excellence across all University activities, services, processes and administration. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.09.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i>	
23.07.01	Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Strategic Planning.	TEMPORARY Destroy 7 years after action completed.
23.08.00	REPORTING (STRATEGIC PLANNING) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources. <i>See 23.05.00 FUNDING SUBMISSIONS for the preparation and submission of bids by the University for funding from the Commonwealth Government or other funding sources.</i> <i>See 23.10.00 SUBMISSIONS for the preparation and submission of a formal statement supporting a case or opinion held by the University which is submitted to another organisation or within the University, for the purpose of either gain or support.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i>	
23.08.01	Records relating to projection data provided to the Commonwealth including draft reports received by the University. <i>See 23.08.03 for final reports of annual projections (Strategic Planning).</i> <i>See 23.08.02 for reports to the Commonwealth relating to core business (Strategic Planning).</i>	TEMPORARY Destroy 2 years after action completed.
23.08.02	Reports provided to the Commonwealth Government relating to core business activities. <i>See 23.08.01 for annual projection data (Strategic Planning).</i> <i>See 23.08.04 for reports to the Commonwealth on non-core business activities (Strategic Planning).</i>	PERMANENT
23.08.03	Final reports of annual projections received from the Commonwealth. <i>See 23.08.01 for annual projection data (Strategic Planning).</i>	PERMANENT
23.08.04	Reports provided to the Commonwealth government on non-core business activities. <i>See 23.08.02 for report to the Commonwealth – core business (Strategic Planning).</i>	TEMPORARY Destroy 7 years after action completed.

<p>23.09.00</p>	<p>RISK MANAGEMENT (STRATEGIC PLANNING) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 23.02.00 AUDIT for officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the University over a specified period.</i></p> <p><i>See 23.07.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>23.09.01</p>	<p>Records documenting the identification of risks relating to the Strategic Planning function. Includes the Corporate Risk Register and mitigation strategies.</p> <p><i>See 23.09.02 for the Fraud Risk Register (Strategic Planning).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>23.09.02</p>	<p>Records documenting strategies to reduce the risk of Fraud. Includes the Fraud Risk Register and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate Risk Register and identification of risks (Strategic Planning).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>23.10.00</p>	<p>SUBMISSIONS (STRATEGIC PLANNING) The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the University which is submitted to another organisation or within the University, for the purpose of either gain or support.</p> <p><i>See 23.05.00 FUNDING SUBMISSIONS for the preparation and submission of bids by the University for funding from the Commonwealth Government or other funding sources.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) GOVERNMENT RELATIONS - INQUIRIES for submissions to formal committees of inquiry initiated by government.</i></p>	
<p>23.10.01</p>	<p>Final version of submissions (other than funding submissions) made by the University to support the strategic planning function.</p> <p><i>See 23.05.02 for unsuccessful funding submissions (Strategic Planning).</i></p> <p><i>See 23.05.01 for successful funding submissions (Strategic Planning).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>24.00.00</p>	<p>STUDENT SUPPORT SERVICES The function of providing support services to students of the University. Includes counselling; career development and employment services; cross cultural support; disability services; transition and first-year support, learning support; financial assistance; health promotion; religious support, non-academic student discipline and grievances; arrangements for student travel; liaison with student associations and representatives; and liaison with social clubs. Some services may also be available to staff.</p> <p><i>See 02.00.00 ACADEMIC ADMINISTRATION for student recruitment, admission, enrolment, progress, examination, certification and student discipline and grievances related to academic matters.</i></p> <p><i>See 01.00.00 ACADEMIC & INTERNATIONAL RELATIONS for negotiating formal agreements and forging informal links with Australian and overseas universities, educational institutions and organisations, for the purpose of establishing collaborative programs, formal cooperation agreements and student exchange programs.</i></p> <p><i>See 06.00.00 COURSES & UNITS for all matters relating to the development and delivery of courses.</i></p> <p><i>See 21.00.00 RESIDENTIAL STUDENT SERVICES for student residential accommodation and related services including support services for resident students.</i></p>	
<p>24.01.00</p>	<p>ADVICE (STUDENT SUPPORT SERVICES) The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising.</p> <p><i>See 02.03.00 ACADEMIC ADMINISTRATION - ADVICE for advice provided to students on course related matters.</i></p> <p><i>See 24.10.00 ENQUIRIES for requests for information about the University and its services by the general public or another University.</i></p> <p><i>See 24.07.00 COUNSELLING for advice given to individual students on non-course related matters.</i></p> <p><i>See 24.16.00 LEARNING SUPPORT for learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice provided by the Legal Office.</i></p>	
<p>24.01.01</p>	<p>Records documenting the receipt and provision of formal advice relating to the Student Support Services function.</p> <p><i>See 24.07.00 for advice provided to individual students.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.02.00</p>	<p>(STUDENT SUPPORT SERVICES) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements.</p> <p><i>See 24.12.00 GRANT FUNDING for agreements relating to grants.</i></p> <p><i>See 06.20.00 COURSES & UNITS - STUDENT MOBILITY for student exchange agreements relating to individual students.</i></p> <p><i>See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for agreements with service providers for campus services such as child care and security.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>24.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Student Support Services including final versions of agreements.</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>

<p>24.03.00</p>	<p>BOARDS & COMMITTEES (STUDENT SUPPORT SERVICES)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc.). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><u>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES</u> for key University committees and boards. <u>See 24.18.00 MEETINGS</u> for forums and meetings of individuals and groups that are not considered committees.</p>	
<p>24.03.01</p>	<p>Records of internal committees relating to Student Support Services that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><u>See 12.06.01</u> for key University Committees & Boards (Governance). <u>See 24.03.02</u> for external committees where the University has the administrative role (Student Support Services). <u>See 24.03.02</u> for external committees not administered by the University (Student Support Services). <u>See 24.03.04</u> for committee administration (Student Support Services). <u>See 24.18.01</u> for meetings (Student Support Services).</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>24.03.02</p>	<p>Records of external committees relating to Student Support Services where the University has the administrative role. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><u>See 24.03.03</u> for external committees not administered by the University (Student Support Services). <u>See 24.03.01</u> for non-key internal committees (Student Support Services). <u>See 24.03.04</u> for committee administration (Student Support Services). <u>See 24.18.01</u> for meetings (Student Support Services)</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.03.03</p>	<p>Records of external committees relating to Student Support Services where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><u>See 24.03.02</u> for external committees where the University has the administrative role (Student Support Services). <u>See 24.03.01</u> for non-key internal committees (Student Support Services) <u>See 24.18.01</u> for meetings (Student Support Services).</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.03.04</p>	<p>Records documenting the conduct and administration of committees relating to Student Support Services.</p> <p><u>See 24.03.02</u> for external committees where the University has the administrative role (Student Support Services). <u>See 24.03.01</u> for non-key internal committees (Student Support Services).</p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>24.04.00</p>	<p>CELEBRATIONS (STUDENT SUPPORT SERVICES) The activities associated with arranging and managing informal organisational festivities to honour a particular event. Includes arrangements for the use of venues for these events. <i>See 03.00.00 CEREMONIAL EVENTS for formal ceremonial occasions.</i></p>	
<p>24.04.01</p>	<p>Records documenting administrative arrangements for informal and/or minor celebrations relating to Student Support Services including:</p> <ul style="list-style-type: none"> • Invitations • Guest lists • Catering arrangements <p><i>See 03.03.01 for prizes and awards presentation ceremonies (Ceremonial Events).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.05.00</p>	<p>COMPLIANCE (STUDENT SUPPORT SERVICES) The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws. <i>See 02.33.00 ACADEMIC ADMINISTRATION - STUDENT COMPLIANCE for monitoring international students' compliance with visa conditions and obligations.</i></p>	
<p>24.05.01</p>	<p>Records documenting the University's compliance with mandatory or optional accountability requirements relating to Student Support Services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.06.00</p>	<p>CONTRACTING-OUT (STUDENT SUPPORT SERVICES) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
<p>24.06.01</p>	<p>Records documenting the management of contracts relating to Student Support Services including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance).</i> <i>See 24.06.02 for tender documents (Student Support Services)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>

<p>24.06.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 24.06.01 for signed contracts and management of contracts (Student Support Services).</i> <i>See 24.06.03 for unsuccessful tenders and tenders that do not proceed (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>24.06.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 24.06.01 for signed contracts and management of contracts (Student Support Services).</i> <i>See 24.06.02 for tender documents (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.07.00</p>	<p>COUNSELLING (STUDENT SUPPORT SERVICES)</p> <p>The activities associated with guidance or assistance provided by Student Advisors to individual students. Includes assistance with adjustment and mental health issues, career counselling, disability services, personal counselling, chaplaincy services and advice to international students in relation to visa requirements.</p> <p><i>See 02.03.00 ACADEMIC ADMINISTRATION - ADVICE for advice on course related matters.</i> <i>See 24.16.00 LEARNING SUPPORT for learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University.</i></p>	
<p>24.07.01</p>	<p>Records documenting the provision of personal counselling and disability services to individual students. Includes case notes.</p> <p><i>See 21.28.01 for management of contracts for support services (Residential Student Services).</i> <i>See 24.01.01 for formal advice (Student Support Services).</i> <i>See 24.07.03 for pastoral care services and programs (Student Support Services).</i> <i>See 24.12.01 for financial assistance provided to students (Student Support Services).</i> <i>See 24.07.02 for student career counselling (Student Support Services).</i> <i>See 24.22.01 for the application of privacy guidelines relating to students.</i></p>	<p>TEMPORARY Destroy 7 years after last instance of counselling, provided the student has reached 25 years of age.</p>
<p>24.07.02</p>	<p>Records documenting the provision of career counselling to individual students. Includes case notes.</p> <p><i>See 24.01.01 for formal advice (Student Support Services)</i> <i>See 21.28.01 for the management of contracts for support services (Residential Student Services).</i> <i>See 24.07.01 for student personal counselling and disability services (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.07.03</p>	<p>Records relating to the provision of pastoral care services and programs.</p> <p><i>See 24.07.01 for student personal counselling and disability services (Student Support Services)</i> <i>See 24.07.04 for appointments of pastoral care (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.07.04</p>	<p>Records relating to the nomination and approval of individuals to provide pastoral and spiritual services to students and staff on University campuses including nomination forms and supporting documentation.</p> <p><i>See 24.07.03 for pastoral care services (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after cessation of appointment.</p>

24.08.00	<p>DISCIPLINE (STUDENT SUPPORT SERVICES) The activities and actions associated with the disciplinary process of making students obey rules or standards of behaviour. Includes student discipline relating to general misconduct (as described under University Ordinance 9) Also includes investigation, charges, formal inquiries, committees formed to review misconduct, punishment and appeals.</p> <p>See 02.10.00 ACADEMIC ADMINISTRATION - DISCIPLINE for student discipline relating to academic misconduct.</p>	
24.08.01	<p>Records relating to allegations of general misconduct relating to individual students.</p> <p><i>See 24.08.02 for general misconduct investigations (Student Support Services).</i> <i>See 02.10.01 for academic misconduct (Academic Administration).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
24.08.02	<p>Records relating to interaction with external organisations regarding criminal or legal investigations into student general misconduct.</p> <p><i>See 02.34.03 for student files (Academic Administration).</i> <i>See 24.08.01 for allegations of general misconduct (Student Support Services).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
24.09.00	<p>DISPUTES (STUDENT SUPPORT SERVICES) The process of handling any disagreement by University staff pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots and disputed claims. Includes disputes between students and University management including demonstrations, lock-outs and protest meetings. Also includes disputed claims for workers compensation.</p>	
24.09.01	<p>Records document disputes between students and University management.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
24.10.00	<p>ENQUIRIES (STUDENT SUPPORT SERVICES) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 24.01.00 ADVICE for formal advice provided to students, staff and the public.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
24.10.01	<p>Records documenting enquiries requesting general information relating to Student Support Services.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA 2158) for requests for information that is readily available to the public including publications and promotional material.</i> <i>See 24.01.01 for formal advice (Student Support Services).</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
24.11.00	<p>EXHIBITIONS (STUDENT SUPPORT SERVICES) The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the University.</p>	
24.11.01	<p>Records documenting arrangements for exhibitions relating to Student Support Services including exhibition briefs and design, arrangements for setting up displays and exhibitor and attendee details.</p> <p><i>See 24.19.01 for student orientation (Student Support Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>24.12.00</p>	<p>GRANT FUNDING (STUDENT SUPPORT SERVICES) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p>For one off grants provided by the University to students in the form of financial assistance or loans use STUDENT SUPPORT SERVICES - GRANT FUNDING.</p> <p><i>See 02.23.00 ACADEMIC ADMINISTRATION - PRIZES AWARDS & SCHOLARSHIPS for the establishment, rules, conditions and provision of prizes, awards, scholarships and bursaries provided to students.</i></p>	
<p>24.12.01</p>	<p>Records documenting the provision of one-off grants to students including application forms and associated correspondence.</p> <p><i>See 24.07.01 for student personal counselling and disability services (Student Support Services)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.13.00</p>	<p>GRIEVANCES (STUDENT SUPPORT SERVICES) The activities associated with the handling and resolution of student grievances relating to non-academic matters and general misconduct matters raised by staff.</p> <p><i>See 21.14.00 RESIDENTIAL STUDENT SERVICES – GRIEVANCES for complaints and grievances relating to student residential services.</i> <i>See 02.16.00 ACADEMIC ADMINISTRATION – GRIEVANCES for complaints and grievances relating to academic matters.</i></p>	
<p>24.13.01</p>	<p>Records documenting student related complaints relating to matters that are non-academic or not related to administrative process including:</p> <ul style="list-style-type: none"> • notes documenting verbal complaints • notes documenting verbal explanation of respondents • evidence of the complaints • action/outcome of such complaints • statements and responses made by both the complainant and respondent <p><i>See 24.22.01 for privacy of student information (Student Support Services)</i> <i>See 02.16.01 for register of student complaints (Academic Administration)</i> <i>See 21.14.01 for residential student complaints (Residential Student Services)</i> <i>See 02.16.02 for Student complaints – academic and administrative process matters (Academic Administration).</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
<p>24.14.00</p>	<p>GUIDELINES (STUDENT SUPPORT SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, institute, Division, Section, Work Unit or other university entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 24.21.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 24.23.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>24.14.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Student Support Services.</p> <p><i>See 24.23.02 for notice of new or changed policies, procedures, guidelines (Student Support Services).</i> <i>See 24.22.01 for privacy related guidelines and procedures (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>

<p>24.15.00</p>	<p>HEALTH PROMOTION (STUDENT SUPPORT SERVICES) The process of promoting programs which encourage the establishment and maintenance of a healthy environment for students, including the provision of facilities such as medical centres, gymnasiums etc. to facilitate good health.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY – HEALTH PROMOTION for programs that encourage the establishment and maintenance of a healthy work environment.</i></p>	
<p>24.15.01</p>	<p>Records relating to programs provided to students and staff to encourage and promote a healthy environment and good health. Includes training courses, including course notes, and administrative arrangements for health promotion sessions, including notifications, registrations, room / venue bookings and catering arrangements.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.16.00</p>	<p>LEARNING SUPPORT (STUDENT SUPPORT SERVICES) The activities associated with providing learning support programs available to all enrolled students to help students develop skills required for independent learning and success at University. Includes academic skills orientation and development for new students, peer assisted study support programs, mentoring programs, one-on-one sessions, workshops and collaborations.</p> <p><i>See 02.03.00 ACADEMIC ADMINISTRATION - ADVICE for advice provided to students on course related matters.</i> <i>See 24.07.00 COUNSELLING for advice, guidance or assistance with adjustment and mental health issues provided to students.</i></p>	
<p>24.16.01</p>	<p>Records relating to the provision of programs and activities which enhance student learning skills. Includes provision of information, planning and review.</p>	<p>TEMPORARY Destroy 2 years after superseded.</p>
<p>24.17.00</p>	<p>LIAISON (STUDENT SUPPORT SERVICES) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 24.01.00 ADVICE for formal advice.</i> <i>See 24.03.00 BOARDS & COMMITTEES or 24.18.00 MEETINGS for liaison through committees or meetings.</i></p>	
<p>24.17.01</p>	<p>Records documenting liaison activities relating to Student Support Services including liaison with student organisations. Includes the exchange of information, collaboration on projects and all the activities involving the University as a member of an external body.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.18.00</p>	<p>MEETINGS (STUDENT SUPPORT SERVICES) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings, etc.</p> <p><i>See 24.03.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i></p>	
<p>24.18.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to Student Support Services.</p> <p><i>See 24.03.03 for external committees not administered by the University (Student Support Services).</i> <i>See 24.03.02 for external committees where the University has the administrative role (Student Support Services).</i> <i>See 24.03.01 for non-key internal committees (Student Support Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>24.19.00</p>	<p>ORIENTATION (STUDENT SUPPORT SERVICES) The activities associated with coordinating and implementing orientation activities to mark the beginning of semester for new students and help students settle into life at university. Also includes the provision of information, introduction to the services and facilities available on each campus, introduction to studies, introduction to staff, and opportunities to meet other students and staff.</p> <p><i>See 27.02.00 WORK HEALTH & SAFETY - INDUCTION & TRAINING for providing safety induction training for students.</i></p>	
<p>24.19.01</p>	<p>Records relating to arrangements for student orientation including activities such as open days and programs.</p> <p><i>See 24.11.01 for exhibitions (Student Support Services).</i> <i>See 22.04.01 for orientation programs (Staff Development).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.20.00</p>	<p>PLANNING (STUDENT SUPPORT SERVICES) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i> <i>See 23.03.00 STRATEGIC PLANNING - CRISIS MANAGEMENT for managing the development of recovery objectives following a crisis that seriously threatens the University's people, operations, assets, environment, or long-term prospects and reputation.</i> <i>See 23.06.00 STRATEGIC PLANNING - MASTERPLANNING for the strategic process that develops a concept plan that designs facilities and infrastructure and areas to meet needs identified by the University.</i></p>	
<p>24.20.01</p>	<p>Records documenting the development and revision of business plans relating to the Student Support Services including final versions of plans.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.21.00</p>	<p>POLICY (STUDENT SUPPORT SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</p> <p><i>See 24.05.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 24.14.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 24.23.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>24.21.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to Student Support Services.</p> <p><i>See 24.23.02 for notice of new or changed policies, procedures, guidelines (Student Support Services).</i></p>	<p>PERMANENT</p>

24.22.00	<p>PRIVACY (STUDENT SUPPORT SERVICES) The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to ensure that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.</p>	
24.22.01	<p>Records documenting the application of privacy guidelines relating to students. Includes the development of procedures for access to, and correction of, student personal information.</p> <p><i>See 24.13.01 for student complaints relating to non-academic matters or non-administrative processes (Student Support Services)</i> <i>See 24.07.01 for student personal counselling and disability services (Student Support Services).</i> <i>See 24.07.02 for the provision of career counselling to individual students.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
24.23.00	<p>PROCEDURES (STUDENT SUPPORT SERVICES) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures.</p> <p><i>See 24.14.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 24.21.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
24.23.01	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Student Support Services.</p> <p><i>See 24.23.02 for notice of new or changed policies, procedures, guidelines (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
24.23.02	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Student Support Services.</p> <p><i>See 24.21.01 for policy (Student Support Services)</i> <i>See 24.23.01 for procedures, manuals and instructions (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
24.24.00	<p>QUALITY IMPROVEMENT (STUDENT SUPPORT SERVICES) The process of improving and maintaining excellence across all University activities, services and processes in student support.</p> <p><i>See 24.20.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i> <i>See 24.27.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
24.24.01	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to Student Support Services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>24.25.00</p>	<p>REPORTING (STUDENT SUPPORT SERVICES) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources. <i>See 24.03.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
<p>24.25.01</p>	<p>Final versions of formal internal and external reports prepared by or for the University relating to Student Support Services. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>24.25.02</p>	<p>Statistical information collected by or for the university relating to significant Student Support Services activities. <i>See 24.25.03 for statistics of non-significant activities (Student Support Services).</i></p>	<p>PERMANENT</p>
<p>24.25.03</p>	<p>Statistical information collected by or for the University relating to non-significant Student Support Services activities. <i>See 24.25.02 for statistics of significant activities (Student Support Services).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>24.25.04</p>	<p>Records documenting responses to questionnaires and surveys relating to Student Support Services.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>24.26.00</p>	<p>REPRESENTATIVES (STUDENT SUPPORT SERVICES) The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the University or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups. <i>See 24.03.00 BOARDS & COMMITTEES for appointments to committees.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES – ADVICE for legal representation provided by the Legal Office.</i></p>	
<p>24.26.01</p>	<p>Records documenting the nomination, appointment, resignation or termination of appointment of University representatives relating to Student Support Services.</p>	<p>TEMPORARY Destroy 2 years after termination of appointment.</p>
<p>24.27.00</p>	<p>RISK MANAGEMENT (STUDENT SUPPORT SERVICES) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices. <i>See 24.24.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i> <i>See 24.28.00 SECURITY for security arrangements relating to the personal safety of students.</i></p>	
<p>24.27.01</p>	<p>Records documenting the identification of risks relating to the Student Support Services function. Includes risk registers and mitigation strategies. <i>See 23.09.01 for the corporate risk register.</i> <i>See 24.27.02 for strategies to reduce the risk of fraud (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.27.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies. <i>See 24.27.01 for risk management (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>24.28.00</p>	<p>SECURITY (STUDENT SUPPORT SERVICES) The activities associated with measures taken to protect the personal safety of students. See 14.08.00 INDEPENDENT & COMMERCIAL SERVICES - CONTRACTING-OUT for outsourcing security services. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT – SECURITY for security relating to University properties and surveillance camera tapes located on or around University properties.</i></p>	
<p>24.28.01</p>	<p>Records documenting major security incidents relating to the personal safety of students including those that are referred to a law enforcement agency. <i>See 24.28.02 for security incidents involving students that are not referred to law enforcement (Student Support Services).</i> <i>See 24.28.04 for the student security incident register (Student Support Services).</i> <i>See 02.23.01 for major security incidents relating to academic matters referred to law enforcement (Academic Administration).</i> <i>See 02.31.02 for security incidents relating to academic matters not referred to law enforcement (Academic Administration).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.28.02</p>	<p>Records documenting security incidents relating to the personal safety of students not referred to a law enforcement agency. <i>See 24.28.01 for major security incidents involving students that are referred to law enforcement (Student Support Services).</i> <i>See 24.28.02 for the Student Security Incident Register (Student Support Services).</i></p>	<p>PERMANENT</p>
<p>24.28.03</p>	<p>Records documenting the management of security arrangements relating to the personal safety of students.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.28.04</p>	<p>Security incident register relating to the personal safety of students. <i>See 02.31.03 for security arrangements relating to academic matters (Academic Administration).</i> <i>See 02.31.02 for security incidents relating to academic matters that are not referred to law enforcement (Academic Administration).</i> <i>See 02.31.01 for major security incidents relating to students that are not referred to law enforcement (Academic Administration).</i> <i>See 24.28.02 for security incidents relating to students that are not referred to law enforcement (Student Support Services).</i> <i>See 24.28.01 for major security incidents relating to students that are referred to law enforcement (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>24.29.00</p>	<p>STANDARDS (STUDENT SUPPORT SERVICES) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation. <i>See 24.05.00 COMPLIANCE for compliance with Industry standards.</i> <i>See 24.14.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 24.21.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 24.23.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for guidelines on the consistency in written style, graphic design etc within the University's documents.</i></p>	
<p>24.29.01</p>	<p>Records documenting the implementation of standards relating to Student Support Services. <i>See 24.23.02 for notice of new or changed policies, procedures, guidelines (Student Support Services).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>24.30.00</p>	<p>TRAVEL (STUDENT SUPPORT SERVICES) The activities associated with arranging travel for students within Australia and overseas by air, rail, sea, and motor vehicle. Includes preparing travel itineraries, authorisations, entitlements, making bookings, visas, passports, money etc. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PERSONNEL - ARRANGEMENTS for staff travel arrangements.</i> <i>See 24.02.00 AGREEMENTS for agreements with travel providers e.g. airline companies.</i></p>	
<p>24.30.01</p>	<p>Records documenting assistance provided to domestic and international students to make travel arrangements including travel itineraries.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>25.00.00</p>	<p>SUSTAINABILITY The function of improving the University's sustainability performance and the sustainability literacy of students and staff. Includes the preparation and implementation of the sustainability plan, promoting and raising awareness of sustainability within the University and the wider community, minimising waste, improving recycling, improving energy efficiency, improving the use of environmentally friendly products, procurement of energy star compliant equipment and the inclusion of sustainable design criteria in new buildings and refurbishments. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES - ACQUISITION for the procurement of environmentally friendly products and energy star compliant equipment.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - CONSTRUCTION for the implementation of sustainable design criteria in new buildings and refurbishments.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - MAINTENANCE for waste removal from buildings and land allotments (owned, rented or leased by the University).</i></p>	
<p>25.01.00</p>	<p>ADDRESSES (PRESENTATIONS) (SUSTAINABILITY) The activity of giving addresses for training, community engagement, and sales purposes, or at ceremonies, sustainability events and seminars. Includes speeches and multi-media presentations. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for the publication of addresses by the University.</i></p>	
<p>25.01.01</p>	<p>Final versions of addresses and speeches relating to Sustainability delivered at events and seminars etc. <i>See 25.13.01 for marketing (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>25.02.00</p>	<p>AGREEMENTS (SUSTAINABILITY) The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Memoranda of Understanding (MOU) and Service Level Agreements. <i>See 25.08.00 GRANT FUNDING for agreements relating to grants.</i> <i>See 25.11.00 JOINT VENTURES for agreements relating to joint ventures. See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for advice on agreements provided by the Legal Office.</i></p>	
<p>25.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements relating to Sustainability including final versions of agreements.</p>	<p>TEMPORARY Destroy 7 years after termination or cancellation of agreement.</p>

<p>25.03.00</p>	<p>BOARDS & COMMITTEES (SUSTAINABILITY)</p> <p>The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc). Includes the board or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>For key University committees and boards use 12.06.00 GOVERNANCE - BOARDS & COMMITTEES.</i></p> <p><i>See 25.14.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>25.03.01</p>	<p>Records of internal committees relating to Sustainability that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 12.06.01 for Key University Committees & Boards (Governance).</i></p> <p><i>See 25.03.02 for external committees where the University has the administrative role (Sustainability)</i></p> <p><i>See 25.03.03 for external committees not administered by the University (Sustainability).</i></p> <p><i>See 25.03.04 for committee administration (Sustainability)</i></p> <p><i>See 25.14.01 for meetings (Sustainability)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>25.03.02</p>	<p>Records of external committees relating to Sustainability where the University has the administrative role Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 25.03.03 for external committees not administered by the University (Sustainability).</i></p> <p><i>See 25.03.01 for internal committees that are <u>not</u> key University Committees (Sustainability).</i></p> <p><i>See 25.03.04 for committee administration (Sustainability).</i></p> <p><i>See 25.14.01 for meetings (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>25.03.03</p>	<p>Records of external committees relating to Sustainability where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 25.03.02 for external committees administered by the University (Sustainability).</i></p> <p><i>See 25.03.01 for internal committees that are <u>not</u> key University Committees (Sustainability).</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>25.03.04</p>	<p>Records documenting the conduct and administration of committees relating to the Sustainability function.</p> <p><i>See 25.03.02 for external committees administered by the University (Sustainability).</i></p> <p><i>See 25.03.01 for internal committees that are <u>not</u> key University Committees (Sustainability).</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>25.04.00</p>	<p>CONFERENCES (SUSTAINABILITY) The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc. <i>See 25.01.00 ADDRESSES (PRESENTATIONS) for addresses given at a conference.</i> <i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences.</i></p>	
<p>25.04.01</p>	<p>Records documenting conferences relating to Sustainability where the University acts as secretariat or convener including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • submissions • briefings <p><i>See 25.04.03 for conferences arranged by other organisations (Sustainability)</i></p>	<p>PERMANENT</p>
<p>25.04.02</p>	<p>Records presented by the University to conferences relating to Sustainability arranged by external organisations including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> submissions <input type="checkbox"/> papers <input type="checkbox"/> briefings <p><i>See 25.04.03 for conferences arranged by other organisations (Sustainability).</i></p>	<p>PERMANENT</p>
<p>25.04.03</p>	<p>Records documenting conferences arranged by other organisations relating to Sustainability including:</p> <ul style="list-style-type: none"> • copies of minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • invitations <p><i>See 25.04.01 for conferences where the University acts as secretariat or convener (Sustainability).</i> <i>See 25.04.02 for records presented by the University to external conferences (Sustainability).</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>25.04.04</p>	<p>Records documenting administrative arrangements for conferences relating to Sustainability arranged by the University including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire <p><i>See 25.04.01 for conferences where the University acts as secretariat or convener (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>25.05.00</p>	<p>CONTRACTING-OUT (SUSTAINABILITY) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
<p>25.05.01</p>	<p>Records documenting the management of contracts relating to Sustainability including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance)</i> <i>See 25.05.02 for tender documents (Sustainability)</i></p>	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>25.05.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 25.05.01 for signed contracts and management of contracts (Sustainability).</i> <i>See 25.05.03 for unsuccessful tenders and offers and tenders that do not proceed (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>25.05.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>25.06.00</p>	<p>ENQUIRIES (SUSTAINABILITY) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>25.06.01</p>	<p>Records documenting enquiries requesting general information relating to Sustainability.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DS 2158) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>25.07.00</p>	<p>EXHIBITIONS (SUSTAINABILITY) The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the University.</p>	
<p>25.07.01</p>	<p>Records documenting arrangements for exhibitions relating to Sustainability including exhibition briefs and design, arrangements for setting up displays and exhibitor and attendee details.</p> <p><i>See 25.13.01 for marketing (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

25.08.00	<p>GRANT FUNDING (SUSTAINABILITY) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p>	
25.08.01	<p>Records documenting the receipt of grant funds and the administration of grants relating to Sustainability.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions, e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
25.09.00	<p>GUIDELINES (SUSTAINABILITY) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See 25.10.00 IMPLEMENTATION for carrying out or putting into action, plans, policies or procedures.</i> <i>See 25.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 25.17.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
25.09.01	<p>Records documenting the development of guidelines and final versions of guidelines relating to Sustainability.</p> <p><i>See 25.17.02 for notices of new or changed policies, procedures, guidelines (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
25.10.00	<p>IMPLEMENTATION REPLACE WITH ACTIVITY HEADING The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring and post implementation reviews.</p> <p><i>See 25.20.00 STANDARDS for the implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PROPERTY MANAGEMENT - CONSTRUCTION for the implementation of sustainable design criteria in new buildings and refurbishments.</i></p>	
25.10.01	<p>Records documenting the implementation of sustainability strategies included in plans related to Sustainability. Includes implementation plans and key performance indicators (KPIs).</p> <p><i>See 25.21.01 for the development of University wide strategies to improve sustainability (Sustainability).</i></p>	<p>TEMPORARY Destroy after completion of two reporting cycles.</p>

25.11.00	<p>JOINT VENTURES (SUSTAINABILITY) The activities involved in managing joint operations between departments, either within the University or with other organisations, or with the government, where there is significant joint contribution of funds and/or time and a contract. Also includes joint ventures between the University and outside organisations or between Faculties, Institutes, Schools, Divisions, Sections and Service Centres.</p>	
25.11.01	<p>Records documenting the arrangements for and the management of joint ventures and partnerships relating to Sustainability, including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> • agreements • contracts • Memoranda of Understanding (MOU) • Memoranda of Agreement • Service Level Agreements • progress reports • correspondence <p><i>See 25.12.01 for liaison (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after termination of contract or agreement.</p>
25.12.00	<p>LIAISON (SUSTAINABILITY) The activities associated with maintaining regular general contact between the University and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures or research projects.</p> <p><i>See 25.03.00 BOARDS & COMMITTEES or 25.14.00 MEETINGS for liaison through committees or meetings. See 25.11.00 JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
25.12.01	<p>Records documenting liaison activities relating to Sustainability including the exchange of information, collaboration on projects, and all the activities involving the University as a member of an external body.</p> <p><i>See 25.11.01 for joint ventures (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
25.13.00	<p>MARKETING (SUSTAINABILITY) The process of promoting and awareness raising of sustainability, within the University and the wider community. Includes market research, advertising and marketing campaigns.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, and organising media interviews. See the Disposal Schedule for Short-term Value Records for copies of media releases. See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i></p>	
25.13.01	<p>Records documenting marketing campaigns, the dissemination of promotional material relating to Sustainability and articles included in University publications.</p> <p><i>See 25.01.01 for addresses (speeches) (Sustainability). See 25.07.01 for exhibitions (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>25.14.00</p>	<p>MEETINGS (SUSTAINABILITY) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings etc. <i>See 25.03.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 25.04.00 CONFERENCES for meetings at conferences.</i></p>	
<p>25.14.01</p>	<p>Minutes, agendas and supporting documentation of meetings (not considered committees) relating to sustainability. Includes meetings of sustainability representatives. <i>See 25.03.02 for external committees where the University has the administrative role (Sustainability).</i> <i>See 25.03.01 for non-key internal committees (Sustainability).</i> <i>See 25.19.01 for sustainability representatives (Sustainability).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>25.15.00</p>	<p>PLANNING (SUSTAINABILITY) This process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See the Disposal Schedule for Common Administrative Functions 9DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>25.15.01</p>	<p>Final versions of plans relating to Sustainability including records documenting the preparation of the plan. <i>See 25.21.01 for the development of University wide strategies to improve sustainability (Sustainability).</i></p>	<p>PERMANENT</p>
<p>25.16.00</p>	<p>POLICY (SUSTAINABILITY) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University. <i>See 25.09.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 25.17.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>25.16.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies), and the establishment of precedents relating to Sustainability. <i>See 25.17.01 for procedures (Sustainability).</i> <i>See 25.17.02 for notices of new or changed policies, procedures, guidelines (Sustainability).</i></p>	<p>PERMANENT</p>
<p>25.17.00</p>	<p>PROCEDURES (SUSTAINABILITY) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures. <i>See 25.09.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 25.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i> <i>See 25.10.00 IMPLEMENTATION for carrying out or putting into action, plans, policies or procedures.</i></p>	
<p>25.17.01</p>	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to Sustainability. <i>See 25.16.01 for policy (Sustainability).</i> <i>See 25.16.02 for notice of new or changed policies, procedures, guidelines (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>

25.17.02	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines, and notification of significant events relating to Sustainability.</p> <p><i>See 25.16.01 for policy (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
25.18.00	<p>REPORTING (SUSTAINABILITY)</p> <p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 25.03.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i></p>	
25.18.01	<p>Final versions of formal internal and external reports prepared by or for the University relating to Sustainability.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>PERMANENT</p>
25.18.02	<p>Statistical information collected by or for the University relating to significant Sustainability activities.</p> <p><i>See 25.18.03 for statistics of non-significant activities (Sustainability).</i></p>	<p>PERMANENT</p>
25.18.03	<p>Statistical information collected by or for the University relating to <u>non</u>-significant Sustainability activities.</p> <p><i>See 25.18.02 for statistics of significant activities (Sustainability)</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
25.18.04	<p>Records documenting responses to questionnaires and surveys relating to Sustainability.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
25.19.00	<p>REPRESENTATIVES (SUSTAINABILITY)</p> <p>The activities associated with the nomination, appointment or resignation of individuals or groups of employees appointed by the University or their co-workers as official University representatives to organisations, unions, workers participation committees, boards, councils or groups.</p> <p>For the voluntary nomination of staff as Sustainability Representatives use SUSTAINABILITY - REPRESENTATIVES.</p> <p><i>See 25.03.00 BOARDS & COMMITTEES for appointments to committees.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for legal representation provided to the University by internal and external sources.</i></p>	
25.19.01	<p>Records documenting the nomination, appointment, resignation or termination of appointment of University sustainability representatives.</p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>25.20.00</p>	<p>STANDARDS (SUSTAINABILITY) The activities associated with the University's participation in the development and implementation of industry or government benchmarks and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 25.09.00 GUIDELINES for guidance on the implementation of policy and/or procedures.</i> <i>See 25.16.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University.</i> <i>See 25.17.00 PROCEDURES for local policy and procedures and instructions for implementing a policy and notice of new or changed policies, procedures and guidelines.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION guidelines on the consistency in written style, graphic design etc within the University's documents.</i></p>	
<p>25.20.01</p>	<p>Records documenting the implementation of standards relating to Sustainability.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>25.21.00</p>	<p>STRATEGY (SUSTAINABILITY) The process involved in developing a plan to achieve a particular goal. For University wide strategies to improve sustainability use SUSTAINABILITY - STRATEGY</p> <p><i>See 25.05.00 CONTRACTING-OUT for arranging, procuring and managing work performed by consultants.</i> <i>See 25.15.00 PLANNING for the preparation and implementation of the sustainability plan.</i></p>	
<p>25.21.01</p>	<p>Records documenting the development of University wide strategies to improve sustainability. Includes final versions of strategies.</p> <p><i>See 25.15.01 for the final version of the sustainability plan (Sustainability).</i> <i>See 25.10.01 for the implementation of sustainability strategies. (Sustainability).</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>

<p>26.00.00</p>	<p>UNIVERSITY DEVELOPMENT & ALUMNI</p> <p>The function of managing relationships and building support for the advancement of the University in order to increase the University's financial support from its key outside constituents, including alumni and friends, government policy makers, the media, members of the community, and philanthropic entities of all types. Includes prospecting, stewardship and recognition of donors and prospects; fundraising/philanthropy activities; relationships with the Commonwealth Government in relation to funding; and alumni relationships. Also includes the facilitation of the activities of the Foundation Board and the University's Alumni to establish and foster the basis for lifelong professional and personal relationships between the University and its graduates and, by recognising a continuing role for graduates in the development of the University, to engender goodwill, understanding and support in the wider community.</p> <p><i>See 04.00.00 COMMUNITY ENGAGEMENT for activities that promote the social, cultural and economic welfare of the community and promote the achievements and impact of the University in the community and media liaison.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for financial transactions associated with the management of donation funds including trusts.</i></p> <p><i>See 23.00.00 STRATEGIC PLANNING for applying broad systematic management planning for the University.</i></p>	
<p>26.01.00</p>	<p>ADVICE (UNIVERSITY DEVELOPMENT & ALUMNI)</p> <p>The activities associated with offering opinions by or to the University as to an action or judgement. Includes the process of advising.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) LEGAL SERVICES - ADVICE for legal advice provided to the University by internal and external sources.</i></p> <p><i>See 26.08.00 ENQUIRIES for requests for information about the University and its services by the general public or another University.</i></p>	
<p>26.01.01</p>	<p>Records documenting the receipt and provision of advice relating to University Development and Alumni.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>26.02.00</p>	<p>ALUMNI RELATIONSHIPS (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with maintaining connections and communications with graduates of the University. Includes information maintained in the Alumni and Development database.</p> <p><i>See 26.03.00 BOARDS & COMMITTEES for records of the Alumni Committee.</i> <i>See 26.07.00 DONATIONS for prospecting donations and managing donations of money made by Alumni.</i> <i>See 26.09.00 FUNCTIONS for events organised for the purpose of connecting Alumni.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for master copies of publications including the Alumni News.</i></p>	
<p>26.02.01</p>	<p>Records of the University Alumni contained in the Alumni and Development database. Includes:</p> <ul style="list-style-type: none"> • name and address and work details • awards received by Alumni • media articles relating to Alumni • family relationships • college resident details • event participation including invitations and guest lists • copies of correspondence with Alumni <p><i>See 26.02.03 for Alumni change of address notifications (University Development & Alumni).</i> <i>See 26.09.01 for functions including Alumni events (University Development & Alumni).</i></p>	<p>PERMANENT</p>
<p>26.02.02</p>	<p>Records documenting assistance provided to faculties, schools and student organisations to distribute information to Alumni.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>26.02.03</p>	<p>Notifications of change of address received from Alumni. Includes newsletter fly sheets returned with change of address details.</p> <p><i>See 26.02.01 for Alumni details (University Development & Alumni)</i></p>	<p>TEMPORARY Destroy when information has been entered into the database.</p>
<p>26.02.04</p>	<p>Records relating to questionnaires and surveys relating to Alumni conducted by the University including final copies of questionnaires and surveys.</p> <p><i>See 26.20.04 for questionnaires and surveys – responses (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>26.03.00</p>	<p>BOARDS & COMMITTEES (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with the management of boards, committees, task forces, steering groups and working parties (internal and external, private, local, State, Commonwealth etc.). Includes the boards or committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 12.06.00 GOVERNANCE - BOARDS & COMMITTEES for key University committees and boards.</i> <i>See 26.15.00 MEETINGS for forums and meetings of individuals and groups that are not considered committees.</i></p>	
<p>26.03.01</p>	<p>Records of the Alumni Committee. These may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 26.03.03 for internal committees that are <u>not</u> key University Committees (University Development & Alumni).</i> <i>See 26.03.06 for committee administration (University Development & Alumni)</i></p>	<p>PERMANENT</p>

<p>26.03.02</p>	<p>Records of the University of Tasmania Foundation including the Foundation Board of Directors and Foundation Governors. These may include:</p> <ul style="list-style-type: none"> • documents establishing the Foundation • documents appointing directors • documents appointing governors • documents relating to membership of the foundation • meeting records including agenda papers and final versions of minutes of foundation board meetings and annual general meetings • reports and submissions presented to board meetings and annual general meetings. <p><i>See 26.03.03 for internal committees that are <u>not</u> key University Committees (University Development & Alumni).</i> <i>See 26.03.06 for committee administration (University Development & Alumni)</i> <i>See 26.15.01 for meetings (University Development & Alumni).</i></p>	<p>PERMANENT</p>
<p>26.03.03</p>	<p>Records of internal committees relating to University Development & Alumni that are not key University Committees. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 26.03.02 for University of Tasmania Foundation (University Development & Alumni).</i> <i>See 26.03.01 for the Alumni Committee (University Development & Alumni)</i> <i>See 12.06.01 for Key University committees and Boards (Governance).</i> <i>See 26.03.04 for external committees administered by the University (University Development & Alumni).</i> <i>See 26.03.05 for external committees not administered by the University (University Development & Alumni).</i> <i>See 26.03.06 for committee administration (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>26.03.04</p>	<p>Records of external committees relating to University Development & Alumni where the University has the administrative role Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents appointing members • final versions of minutes • agenda papers • reports presented to the committee • submissions presented to the committee <p><i>See 26.03.05 for external committees not administered by the University (University Development & Alumni).</i> <i>See 26.03.03 for internal committees that are <u>not</u> key University Committees (University Development & Alumni).</i> <i>See 26.03.06 for committee administration (University Development & Alumni).</i> <i>See 26.15.01 for meetings (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

26.03.05	<p>Records of external committees relating to University Development & Alumni where the University participates but does not have the administrative role. Records may include:</p> <ul style="list-style-type: none"> • copies of minutes • agenda papers • copies of reports presented to the committee • copies of submissions presented to the committee <p><i>See 26.03.04 for external committees administered by the University (University Development & Alumni).</i> <i>See 26.03.03 for internal committees that are <u>not</u> key University committees (University Development & Alumni).</i> <i>See 26.15.01 for meetings (University Development & Alumni).</i></p>	TEMPORARY Destroy 2 years after action completed.
26.03.06	<p>Records documenting the conduct and administration of committees.</p> <p><i>See 26.03.02 for University of Tasmania Foundation (University Development & Alumni).</i> <i>See 26.03.01 for the Alumni committee (University Development & Alumni).</i> <i>See 26.03.03 for internal committees that are <u>not</u> key University committees (University Development & Alumni).</i> <i>See 26.03.04 for external committees administered by the University (University Development and Alumni).</i></p>	TEMPORARY Destroy when reference ceases.
26.04.00	<p>COMPLIANCE (UNIVERSITY DEVELOPMENT & ALUMNI)</p> <p>The activities associated with the University of Tasmania complying with mandatory or optional accountability, fiscal, legal or regulatory requirements or standards to which the University is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Also includes staff and student compliance with University Legislation including Ordinances, Rules, Policies, Procedures, and By-Laws.</p>	
26.04.01	Records documenting the University's compliance with mandatory or optional accountability requirements relating to University Development & Alumni.	TEMPORARY Destroy 7 years after action completed.
26.05.00	<p>CONFERENCES (UNIVERSITY DEVELOPMENT & ALUMNI)</p> <p>The activities involved in arranging or attending conferences held either by the University or by other organisations. Includes registrations, publicity, arrangements for the use of facilities and reports of participants etc.</p> <p><i>See 22.02.00 STAFF DEVELOPMENT - GRANT FUNDING for grants provided to staff to attend conferences.</i></p>	
26.05.01	<p>Records documenting conferences relating to University Development & Alumni where the University acts as secretariat or convener including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • submissions • briefings <p><i>See 26.05.03 for conferences arranged by other organisations (University Development & Alumni).</i> <i>See 26.05.04 for conferences administrative arrangements (University Development & Alumni)</i></p>	PERMANENT

26.05.02	<p>Records presented by the University to conferences relating to University Development & Alumni arranged by external organisations including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings <p><i>See 26.05.03 for conferences arranged by other organisations (University Development & Alumni)</i></p>	PERMANENT
26.05.03	<p>Records documenting conferences arranged by other organisations relating to University Development & Alumni including:</p> <ul style="list-style-type: none"> • minutes • summaries of proceedings • agenda papers • published papers • reports • promotional material • notices • programs • invitations <p><i>See 26.05.01 for conferences where University is convener or secretariat (University Development & Alumni).</i> <i>See 26.05.02 for records presented to conferences (University Development & Alumni)</i></p>	TEMPORARY Destroy when reference ceases.
26.05.04	<p>Records documenting administrative arrangements for conferences relating to University Development & Alumni arranged by the University including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire <p><i>See 26.05.01 for conferences where University is convener or secretariat (University Development & Alumni).</i></p>	TEMPORARY Destroy 2 years after action completed.
26.06.00	<p>CONTRACTING-OUT (UNIVERSITY DEVELOPMENT & ALUMNI) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Includes contract negotiation and agreement and the processes involved in receiving and assessing tenders prior to the contract agreement if required.</p>	
26.06.01	<p>Records documenting the management of contracts relating to University Development & Alumni including:</p> <ul style="list-style-type: none"> • signed contracts and supporting documentation • agreements • tender submissions • written offers • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders <p><i>See 12.08.01 for University Contract Registers (Governance).</i> <i>See 26.06.02 for tender documents (University Development & Alumni)</i></p>	TEMPORARY Destroy 7 years after expiry of contract.

<p>26.06.02</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> • statements of requirements (SOR) • requests for proposals (RFP) • expressions of interest (EOI) • requests for tender (RFT) • draft contracts • reports • public notices <p><i>See 26.06.01 for signed contracts and contract management (University Development & Alumni).</i> <i>See 26.06.03 for unsuccessful tenders and tenders that do not proceed (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>26.06.03</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p> <p><i>See 26.06.02 for tender documents (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>26.07.00</p>	<p>DONATIONS (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with managing money and gifts of money and property received by will etc. Includes prospecting potential donors, stewardship of relationships with existing donors or prospects and recognition of donors.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - ACCOUNTING for financial transactions associated with the management of donation funds including trusts.</i></p>	
<p>26.07.01</p>	<p>Records documenting donations made to the University including gifts of money and property.</p> <p><i>See 26.07.02 for prospecting, stewardship and recognition of donors (University Development & Alumni).</i></p>	<p>PERMANENT</p>
<p>26.07.02</p>	<p>Records relating to prospecting potential donors and stewardship of relationships with existing donors or prospects including recognition of donors.</p> <p><i>See 26.07.01 for donations of money or property etc. (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>26.08.00</p>	<p>ENQUIRIES (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with the handling of requests for information about the University and its services by the general public or another University.</p> <p><i>See 26.01.00 ADVICE for advice provided to students, staff and the public.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) INFORMATION MANAGEMENT - RIGHT TO INFORMATION for access to information held by the University in accordance with Right to Information legislation.</i></p>	
<p>26.08.01</p>	<p>Records documenting enquiries requesting general information relating to University Development & Alumni.</p> <p><i>See the Disposal Schedule for short-term Value Records (DA 2157) for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

26.09.00	<p>FUNCTIONS (UNIVERSITY DEVELOPMENT & ALUMNI) The process of organising and managing an official or formal non-ceremonial occasion conducted by the University to enhance its internal and external relationships, or to promote its services and image. Includes arrangements for the use of venues.</p>	
26.09.01	<p>Records documenting administrative arrangements for functions relating to University Development & Alumni. Includes events organised to connect Alumni, fundraising and recognition functions and award presentations. Includes:</p> <ul style="list-style-type: none"> • venue / room arrangements • catering arrangements • invitations • guest lists <p><i>See 26.02.01 for Alumni details (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
26.10.00	<p>FUNDING SUBMISSIONS (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with the preparation and submission of bids by the University for funding submissions of a philanthropic nature and Government funding that supports programs established as part of the development activities, such as the Scholarships Program Includes notifications of funds availability, invitations, guidelines and notifications of outcome of applications received from funding sources. Also includes the development of business plans, applications, proposals and supporting documentation prepared by the University.</p> <p><i>See 26.14.00 MARKETING for fundraising campaigns.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT - BUDGETING for planning the use of expected funding income and expenditure over a specified period.</i> <i>See 26.11.00 GRANT FUNDING for the application for and receipt of grants.</i> <i>See 26.20.00 REPORTING for providing formal reports on setting and meeting load targets and the provision of statistics to funding sources.</i></p>	
26.10.01	<p>Records documenting the preparation and submission of bids by the University for funding of a philanthropic nature and Government funding that supports programs established as part of development activities, such as the Scholarships Program. Includes:</p> <ul style="list-style-type: none"> • notifications of funds availability • invitations • applications • business plans • proposals • supporting documentation • notifications of outcomes <p><i>See 04.09.01 for non-funding submissions (Community Engagement)</i> <i>See 23.05.02 for unsuccessful funding submissions (Strategic Planning).</i> <i>See 23.05.01 for successful funding submissions (Strategic Planning)</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
26.11.00	<p>GRANT FUNDING (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with the application for and receipt of grants, and the provision of grants administered by the University. Includes reports to funding organisations.</p> <p><i>See 26.10.00 FUNDING SUBMISSIONS for the preparation and submission of bids by the University for funding of a philanthropic nature and Government funding that supports programs established as part of the development activities.</i></p>	
26.11.01	<p>Records documenting the receipt of grant funds and the administration of grants relating to University Development and Alumni.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) FINANCIAL MANAGEMENT for records of financial transactions, e.g. receipts, invoices, etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

26.12.00	GREETINGS (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with the University preparing and sending seasonal greetings and letters of appreciation or condolences. Includes mailing lists for Christmas Cards, etc.	
26.12.01	Records documenting the preparation and sending of greetings relating to University Development & Alumni including: <ul style="list-style-type: none"> • letters of appreciation • seasonal greetings • mailing lists 	TEMPORARY Destroy 2 years after action completed.
26.13.00	GUIDELINES (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures. <i>See 26.17.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i> <i>See 26.18.00 PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i>	
26.13.01	Records documenting the development of guidelines and final versions of guidelines relating to University Development & Alumni.	TEMPORARY Destroy 7 years after superseded or revoked.
26.14.00	MARKETING (UNIVERSITY DEVELOPMENT & ALUMNI) The process of promoting and building support to increase the University's financial support from its key outside constituents. Includes market research, advertising and marketing campaigns. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMMUNITY RELATIONS - MEDIA RELATIONS for cultivating media contacts, coordinating access to the media, authorising and issuing media releases and briefings, and organising media interviews.</i> <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) PUBLICATION for publications in all formats issued for sale or general distribution internally or to the public.</i>	
26.14.01	Records documenting marketing campaigns, the dissemination of promotional material and the provision of University souvenirs relating to University Development & Alumni.	TEMPORARY Destroy 2 years after action completed.
26.15.00	MEETINGS (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with forums and meetings of individuals and groups that are not considered committees. These may include staff or interest group meetings, etc. <i>See 26.03.00 BOARDS & COMMITTEES for the meetings of committees and task forces.</i> <i>See 26.05.00 CONFERENCES for meetings at conferences.</i>	
26.15.01	Minutes, agendas and supporting documentation of meetings (not considered committees) relating to University Development & Alumni. <i>See 26.03.05 for external committees not administered by the University (University Development & Alumni).</i> <i>See 26.03.03 for internal committees that are <u>not</u> key University Committees (University Development & Alumni).</i> <i>See 26.03.02 for University of Tasmania foundation (University Development & Alumni).</i> <i>See 26.03.01 for the Alumni Committee (University Development & Alumni).</i>	TEMPORARY Destroy 2 years after action completed.

<p>26.16.00</p>	<p>PLANNING (UNIVERSITY DEVELOPMENT & ALUMNI) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>26.16.01</p>	<p>Records documenting the development and revision of business plans relating to the University Development & Alumni including final versions of plans. <i>See the Disposal Schedule for Common Administrative Functions (Da 2157) STRATEGIC MANAGEMENT for strategic and corporate plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<p>26.17.00</p>	<p>POLICY (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with developing, reviewing, endorsing, approving and managing policy statements of intent or principle which regulate, direct and control University operations applicable across the University. <i>See 26.04.00 COMPLIANCE for Commonwealth or State government policy, legislation or regulation that the University is obligated to adhere to.</i> <i>See 26.13.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 26.18.00 PROCEDURES for step by step instructions on the application of University-wide policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>26.17.01</p>	<p>Records illustrating the development of policy and documenting policy decisions (including final versions of policies) and the establishment of precedents relating to University Development & Alumni. See 26.18.02 for notices of new or changed policies, procedures, guidelines (University Development & Alumni).</p>	<p>PERMANENT</p>
<p>26.18.00</p>	<p>PROCEDURES (UNIVERSITY DEVELOPMENT & ALUMNI) The activities associated with developing, reviewing, endorsing, approving and managing procedures and manuals which provide step-by-step instructions for applying a policy. Procedures may be applicable across the University or specific to a Faculty, School, Centre, Institute or Division, Section, Work Unit or other University entity. Includes local procedures which supplement University-wide procedures. <i>See 26.13.00 GUIDELINES for guidance on the application of policy and/or procedures.</i> <i>See 26.17.00 POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principles, which regulate, direct and control University operations applicable across the University.</i></p>	
<p>26.18.01</p>	<p>Records documenting the development of procedures and final versions of procedures, manuals and instructions relating to University Development & Alumni. <i>See 26.18.02 for notices of new or changed policies, procedures, guidelines (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
<p>26.18.02</p>	<p>Records documenting the internal and external notification of new or changed policies, procedures and guidelines and notification of significant events relating to University Development & Alumni. <i>See 26.18.01 for procedures and manuals (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>26.19.00</p>	<p>QUALITY IMPROVEMENT (UNIVERSITY DEVELOPMENT & ALUMNI) The process of improving and maintaining excellence across all University activities, services processes and administration.</p> <p><i>See 26.16.00 PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i> <i>See 26.21.00 RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i> See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</p>	
<p>26.19.01</p>	<p>Records documenting the development and implementation of processes to improve and maintain excellence across all activities, services and processes relating to University Development & Alumni.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>26.20.00</p>	<p>REPORTING (UNIVERSITY DEVELOPMENT & ALUMNI) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of University policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the provision of formal reports on setting and meeting load targets and the provision of statistics to funding sources.</p> <p><i>See 26.03.00 BOARDS & COMMITTEES for reports presented as papers to Committees.</i> <i>See 26.10.00 FUNDING SUBMISSIONS for the preparation and submission of bids by the University for funding from the Commonwealth Government or other funding sources.</i></p>	
<p>26.20.01</p>	<p>Final versions of formal internal and external reports prepared by or for the University relating to University Development & Alumni.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (Da 2157) PUBLICATION – PRODUCTION for the final version of the annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>26.20.02</p>	<p>Statistical information collected by or for the University relating to significant University Development & Alumni activities.</p> <p><i>See 26.20.03 for statistics of non-significant activities (University Development & Alumni).</i></p>	<p>PERMANENT</p>
<p>26.20.03</p>	<p>Statistical information collected by or for the University relating to <u>non</u>-significant University Development & Alumni activities.</p> <p><i>See 26.20.02 for statistics of significant activities (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>26.20.04</p>	<p>Records documenting responses to questionnaires and surveys relating to University development & Alumni.</p> <p><i>See 26.02.04 for Alumni questionnaires and surveys (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>26.21.00</p>	<p>RISK MANAGEMENT (UNIVERSITY DEVELOPMENT & ALUMNI) The process of being risk aware and managing risk to maximise University opportunities and minimise potential losses as an integrated part of strategic, operational & project activities. Includes the identification of risks; assessment of the inherent risks; identification and implementation of appropriate mitigation strategies and controls; assessment of residual risks and relevant communication, reporting, authorisation and monitoring practices.</p> <p><i>See 26.19.00 QUALITY IMPROVEMENT for improving and maintaining excellence across all University activities, services and processes.</i></p>	
<p>26.21.01</p>	<p>Records documenting the identification of risks relating to the University Development & Alumni function. Includes risk registers and mitigation strategies.</p> <p><i>See 23.09.01 for the corporate risk register.</i> <i>See 26.21.02 for strategies to reduce the risk of fraud (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>26.21.02</p>	<p>Records documenting strategies to reduce the risk of fraud. Includes the fraud risk register and mitigation strategies.</p> <p><i>See 26.21.01 for risk management (University Development & Alumni).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>27.00.00</p>	<p>WORK HEALTH & SAFETY</p> <p>The function of implementing and co-ordinating WORK HEALTH & SAFETY and its associated legislation throughout the University. Includes safety policy, procedures, auditing and preventative programs. Includes the establishment of committees to investigate and advise on Work Health & Safety issues.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) COMPENSATION for rehabilitation compensation and personal compensation claims.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) EQUIPMENT & STORES - COMPLIANCE for the storage of chemicals and controlled substances in accordance with relevant legislation and regulation.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT – TRAINING for staff training programs for Work Health & Safety.</i></p> <p>NOTE: This function maps to OCCUPATIONAL HEALTH & SAFETY in the Disposal Schedule for Common Administrative Functions (DA 2157). See DA 2157 for the disposal of records under activities that are not identified in this schedule.</p>	
<p>27.01.00</p>	<p>GUIDELINES (WORK HEALTH & SAFETY)</p> <p>The activities associated with developing, reviewing, endorsing, approving and managing guidelines which provide guidance for applying a policy and/or procedure. Guidelines may be applicable across the University or specific to a Faculty, School, Centre, Institute, Division, Section, Work Unit or other University entity. Includes local guidelines which supplement University-wide policy and/or procedures.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY - POLICY for developing, reviewing, endorsing, approving and managing policy statements of intent or principle, which regulate, direct and control University operations applicable across the University.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY - PROCEDURES for procedures and instructions for applying a policy and notice of new or changed policies, procedures and guidelines.</i></p>	
<p>27.01.01</p>	<p>Records documenting the development of guidelines and final versions of guidelines relating to Work Health & Safety.</p>	<p>TEMPORARY Destroy 7 years after superseded or revoked.</p>
<p>27.02.00</p>	<p>INDUCTION & TRAINING (WORK HEALTH & SAFETY)</p> <p>The activities associated providing safety induction training for University employees, students and contractors working on site at the University. Includes training in laboratory safety procedures, radiation handling, safe use of machinery and equipment, and working with microbiological hazards.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STAFF DEVELOPMENT - TRAINING for administrative arrangements for training and all other professional development training provided for staff.</i></p>	
<p>27.02.01</p>	<p>Records documenting the content of and attendance at safety induction training for University employees, students and contractors working on site at the university.</p> <p><i>See 22.04.01 for orientation programs (Staff Development).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

<p>27.03.00</p>	<p>PROJECTS (WORK HEALTH & SAFETY) The process of bringing about change by the management of a group of inter-related activities that are planned, and then executed, in a certain sequence to create a unique product or service (output) within specific time and resource constraints, in accordance with the University’s Project Management Methodology. Includes all project documentation including plans, tools and reports. Also includes research undertaken as part of a project.</p>	
<p>27.03.01</p>	<p>Records documenting the management of significant projects relating to Work Health & Safety including projects that affect policy. Includes project management methodology documentation as appropriate to the scope of the project.</p> <p><i>See 27.03.02 for projects – non significant (Work Health & Safety).</i></p>	<p>PERMANENT</p>
<p>27.03.02</p>	<p>Records documenting the management of projects relating to work Health & Safety that are not considered significant. Includes project management methodology documentation as appropriate to the scope of the project.</p> <p><i>See 27.03.01 for significant projects (Work Health & Safety).</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>27.04.00</p>	<p>QUALITY IMPROVEMENT (WORK HEALTH & SAFETY) The process of improving and maintaining excellence across all University activities, services, processes and administration.</p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY - PLANNING for formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p> <p><i>See the Disposal Schedule for Common Administrative Functions (DA 2157) OCCUPATIONAL HEALTH & SAFETY - RISK MANAGEMENT for the identification of risks and the implementation of appropriate practices and procedures to reduce wastage and the impact of economic loss arising from an incident.</i></p>	
<p>27.04.01</p>	<p>Records documenting the development implementation of processes to improve and maintain excellence across all activities, services and processes relating to work Health & Safety.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>