

Functional Retention and Disposal Authority
Tertiary education and research

Authority number: FA462

Dates of coverage: Open

List of Functions and Activities covered
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TERTIARY EDUCATION - Student support services

2.0.0 RESEARCH

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles.

See **Student assessment** for research conducted by students, including PHD students, for assessment purposes.

See **Student misconduct** for records relating to disciplinary action against a student.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **COLLECTION MANAGEMENT** Research for records relating to collection management research.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Misconduct** for records relating to staff misconduct

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to licences required for research activities.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Grant funding and allocation** for records relating to applying for and receiving grants and receiving applications

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements/contractual records of joint ventures such as agreements with external bodies (including other educational institutions).

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RESEARCH - Anatomy management

2.1.0 Anatomy management

The management and use of bodies, body parts or specimens for research or teaching purposes.

2.1.1	Records relating to the coordination, management and control of human cadavers by institutions with body donor programs, including plastinated body parts which are permanently retained and will not be cremated. Includes: • participants' consent for the use of their cadaver in anatomy teaching, including any scope or limits of consent • tracking the chain of custody for all bodies or body parts obtained under legislation • identification and labelling of bodies and body parts • return, cremation or disposal of specimens from prescribed Schools of Anatomy; and tracking and maintenance of specimens on loan to other organisations.	Required as State archives
2.1.2	Records relating to the management and administration of specimens obtained from humans for teaching or research purposes. Includes: • the use of specimens and body parts by prescribed Schools of Anatomy, and all biospecimens including (but not limited to) tissue, blood, genes and organs • acquisition records • records relating to a specimen's condition and use in research projects • interventions undertaken on the specimen • destruction of the specimen or transfer and removal from the institution • consent obtained from the participant for the use of their biospecimens including duration and types of consent (e.g. specific, extended or unspecified), and any access restrictions applied.	Transfer with specimen to new custodian or retain minimum 15 years after disposal of specimen, then destroy

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RESEARCH - Animal management

2.2.0 Animal management

Management of animals for use in teaching and research.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the management of agricultural areas

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Flora and fauna management** 16.10.3 for records relating to the management and care of farm or other animals.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** 19.4.4 for records relating to licences and accreditation to conduct research with animals, and reporting to external bodies.

2.2.1	Records relating to the care and treatment of animals in the organisation's custody. Includes records relating to the operation and provision of veterinary clinics and services.	Retain minimum of 7 years after action completed, then destroy
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RESEARCH - Research management

2.3.0 Research management

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. Includes the management of research data created within the institution and the records of ethics committees.

See **Student assessment or Student results** for student research projects.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** 1.0.8 for records relating to meetings of human research ethics committees.

See General Retention and Disposal Authority *Administrative records* **COMPENSATION** for records that may be relevant to compensation claims.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to disciplinary action against a staff member.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Maintenance** 16.16.6 for records relating to the management of radioactive materials and devices.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT** for records relating to registration of the university as a premise to manage, possess and sell radioactive materials and devices.

See General Retention and Disposal Authority *Public health services: patient records* for records relating to research into gene therapy managed as part of a patient record.

2.3.1	Key records of research conducted or commissioned by the organisation where the research: • has long term impacts, or the potential to have long term impacts, on the environment, heritage, society, the economy or human health • uses innovative and/or experimental research techniques for the first time. Includes: • research outputs that disseminate the findings of research outcomes • data and datasets.	Required as State archives
2.3.2	Records relating to management of research or clinical trials that require ethics approval but do not meet the criteria in entry 2.3.1. Includes: • applications, assessment and approval of research • design/methodology • conceptual frameworks • ethics forms and outcomes • signed consent forms • progress reports, inspection reports and final reports • data and datasets including outputs derived from raw data and datasets, reference metadata,	Retain minimum of 15 years after discontinuation of research, submission of final report, publication of outcomes, or fulfilment of contractual obligations, or where the research involves human subjects until the subject reaches or would have

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<i>RESEARCH - Research management</i>		
	programming codes and final evaluations - clinical records where a clinic has been established for research only - meetings of ethics committees - complaints, grievances and investigations into misconduct.	reached the age of 25 years, then destroy
2.3.3	Records relating to the management of research projects that do not require ethics approval and do not meet the criteria in entry 2.3.1. Includes: - applications, assessment and approval of research - design/methodology - conceptual frameworks - progress reports, inspection, reports and final reports - data and datasets including outputs derived from raw data and datasets, reference metadata, programming codes, final evaluations - complaints, grievances and investigations into misconduct.	Retain minimum of 7 years after discontinuation of research, submission of final report, publication of outcomes, or fulfilment of contractual obligations, then destroy
2.3.4	Records relating to research projects or proposals that are not approved or do not proceed.	Retain until administrative or reference use ceases, then destroy