

State Archives and Records Authority of New South Wales

General Retention and Disposal Authority: GA47

This authority covers records documenting the function of higher and further education

This general retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act

General Retention and Disposal Authority Higher and further education

Authority number: GA47

Dates of coverage: Open

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No.	Description of records	Disposal action
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1.0.0 STUDENT ADMINISTRATION

The administration and management of students from application for admission to completion or discontinuation.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to administering student fees and charges.

1.1.0 Admission, enrolment and progression

The process of applying for, enrolling and progressing through a course or subject.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to committees responsible for assessing student progression cases.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the payment of fees

1.1.1	<p>Records relating to the admission, enrolment and subsequent progress of students. Includes show cause for progression purposes, special considerations affecting enrolment and progression, variations of program, advanced standing, withdrawals, etc., and records relating to working with children checks for students undertaking studies involving contact with children.</p> <p>See 1.1.4 for retention periods applying to records confirming a working with children check has been carried out.</p>	<p>Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy</p>
1.1.2	<p>Records relating to applications for admission, regardless of decision and outcome. Includes offers which have or have not been accepted or have lapsed, and unsuccessful, incomplete, withdrawn applications, etc. Records include:</p> <ul style="list-style-type: none"> • application forms and supporting documents • offers of places • interview records • entry examinations • correspondence. 	<p>Retain until appeal period has expired or minimum of 1 year after action completed, whichever is longer, then destroy</p>
1.1.3	<p>Criminal history details provided as part of criminal record checks.</p> <p>Note: These records should be retained as per the agreement with the criminal history check service provider.</p>	<p>Retain until check completed, then destroy</p>
1.1.4	<p>Record that a working with children check has been completed for students undertaking studies involving</p>	<p>Retain minimum of 99 years after</p>

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<i>STUDENT ADMINISTRATION - Admission, enrolment and progression</i>		
	contact with children. Note: This information is generally recorded on the student record system as a pre-requisite to enrolment in a subject/unit.	action completed, then destroy
1.1.5	Records relating to the provision of student identification and the arrangement and management of student concessions.	Retain minimum of 1 year after action completed, then destroy
1.1.6	Records relating to: <ul style="list-style-type: none"> • administrative arrangements for the management of enrolment processes • supporting documentation for variation of student details for graduation • notifications for change of address or contact details. 	Retain until administrative or reference use ceases, then destroy

1.2.0 Results and graduation

The assessment of students' knowledge and skills and admission to a degree, diploma, certificate or other award.

See **STUDENT ADMINISTRATION - Scholarships/Prizes/ Fellowships/Awards** for records relating to arrangements for honorary awards.

See **TEACHING AND RESEARCH - Assessment** for assessment items completed and submitted by students (e.g. examination papers, assignments, practicum reports, etc.)

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to arranging for venue, speakers, catering, seating, special access, etc., for graduation ceremonies.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Enquiries** for records relating to requests for academic transcripts and verification of qualifications or graduation status.

1.2.1	Records relating to the grading/marketing of individual assessment components of a subject or course and determination of final results/grades. Includes: <ul style="list-style-type: none"> • examiners/assessor's reports and related records for higher degree students • appeals of grades • local faculty level informal requests for extension of assessment components for a subject • local special consideration arrangements. 	Retain minimum of 1 year after end of appeal period or minimum of 1 year after action completed, whichever is longer, then destroy
1.2.2	Records relating to changes to assessment results as a result of moderation, re-marking or appeal by the	Retain minimum of 7 years after action

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STUDENT ADMINISTRATION - Results and graduation

	<p>student.</p> <p>Note: action completed includes the end of appeal processes and any subsequent appeal rights.</p> <p>See STUDENT ADMINISTRATION - Admission, enrolment and progression for enrolment and progression records for formal special considerations.</p> <p>See STUDENT ADMINISTRATION - Student grievances, complaints and misconduct for records relating to changes to assessment as a result of grievance lodged by student or as a result of misconduct.</p>	completed, then destroy
1.2.3	Records confirming the award/receipt of a qualification of diploma or above. Includes honorary doctorates.	Required as State archives
1.2.4	<p>Finalised results obtained by students, where the results are generated as an outcome of some form of assessment.</p> <p>Note: does not include courses which only define whether a participant attended or not.</p>	Retain minimum of 75 years after action completed, then destroy
1.2.5	Finalised results obtained by students for externally accredited courses, such as those delivered by a Registered Training Organisation.	Retain minimum of 30 years after action completed, then destroy
1.2.6	Finalised results obtained by students for non-award courses including continuing education programs and community courses.	Retain minimum of 7 years after action completed, then destroy
1.2.7	<p>Records relating to arrangements for graduation and determination and notification of students of their eligibility to graduate. Includes program or order of proceedings and uncollected testamurs.</p> <p>Note: where the program or order of proceedings is the only record confirming details of graduates it should be sentenced as per entry 1.2.3.</p>	Retain minimum of 1 year after action completed, then destroy

1.3.0 Scholarships, Prizes, Fellowships & Awards

The bestowal of scholarships, prizes, fellowships and awards.

See **STUDENT ADMINISTRATION - Results and graduation** for records relating to the conferral of honorary awards.

1.3.1	Records relating to the management and delivery of scholarships, prizes, fellowships, awards and honorary awards. Includes applications, nominations, acceptances, unsuccessful candidates, rejected or	Retain minimum of 7 years after action completed, then
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<i>STUDENT ADMINISTRATION - Scholarships, Prizes, Fellowships & Awards</i>		
	lapsed offers.	destroy
1.3.2	Summary records of recipients of scholarships, prizes, fellowships or awards.	Required as State archives
1.3.3	Records relating to the establishment and conditions of scholarships, prizes, fellowships and awards. This can include terms and conditions for both internal and external scholarships, prizes, and fellowships.	Retain minimum of 10 years after action is completed or fellowship is discontinued, then destroy

1.4.0 Student exchange

The exchange of students between institutions, including study abroad.

See **STUDENT ADMINISTRATION - Admission, enrolment and progression** for records relating to the enrolment of students, including any agreement with students where funding for exchange is based on course completion.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to exchange agreements.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Authorisation** for records relating to travel approvals.

1.4.1	Records relating to the processing of applications received for exchange student placements or study abroad.	Retain minimum of 2 years after action completed, then destroy
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1.5.0 Student grievances, complaints and misconduct

The management of student grievances, complaints and misconduct (general and academic).

See **TEACHING AND RESEARCH - Research management** for records relating to research misconduct and complaints.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to staff grievances or where a student grievance results in disciplinary action being taken in relation to a staff member.

1.5.1	Records relating to the management of proven and unproven cases involving allegations of abuse or neglect of children. Includes inquiries and investigations, outcomes, and matters referred to external bodies for investigation.	Retain minimum of 99 years after action completed, then destroy
1.5.2	Records relating to the management of proven and unproven student grievance, misconduct and disciplinary cases. Includes: <ul style="list-style-type: none">inquiries and investigations, outcomes, and	Retain minimum of 7 years after action completed, then destroy

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STUDENT ADMINISTRATION - Student grievances, complaints and misconduct

	<p>matters referred to external bodies for investigation</p> <ul style="list-style-type: none">• handling complaints over perceived discrimination, the work/study environment, assessment/assignment organisation or distribution, peers, lecturers, tutors or supervisors, access to equipment, facilities (such as laboratories), tutorials, or other services• disciplinary processes for breaches of by-laws and rules and other student disciplinary matters.	
1.5.3	Records relating to preliminary/fact finding investigations that were not formally proceeded with (i.e. the allegations have been found to be unsubstantiated, false, vexatious or misconceived or could not be proven) and the accusation has not involved a child or a young person.	Retain minimum of 1 year after action completed, then destroy