

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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General Retention and Disposal Authority Higher and further education

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2.0.0 TEACHING

The activities involved in conveying knowledge.

See **SUPPORT SERVICES - Services provided to students** for records relating to the provision of special needs during examinations or other assessment activities.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating to personnel e.g. exam supervisors.

2.1.0 Assessment

The process of testing knowledge and understanding of candidates for degrees, programs, etc., by examination and other techniques.

See **STUDENT ADMINISTRATION - Results and graduation** for records relating to appeals to final grades.

See **STUDENT ADMINISTRATION - Student misconduct** for records relating to academic misconduct, such as plagiarism.

See **SUPPORT SERVICES - Services provided to students** for records relating to the provision of special needs during examinations or other assessment activities.

See **TEACHING - Course delivery** for master set of examination papers.

See General Retention and Disposal Authority *Administrative records* **OCCUPATIONAL HEALTH & SAFETY - Risk management** for records relating to risk management and exposure to high risk environments, including radiation.

2.1.1	<p>Assessment committee records and records of appeals of individual assessments.</p> <p>Note: action completed may include escalation to internal or external formal grievance/ complaint processes.</p>	<p>Retain minimum of 1 year after action completed, then destroy</p>
2.1.2	<p>Student examination/assessment scripts or items e.g. examination papers completed by students, examination manuscripts and assignments. Includes any work submitted or completed by students for the purposes of assessment or evaluation by:</p> <ul style="list-style-type: none"> • examinations (written or oral) • assignments • theses, including those submitted by higher degree students • field work reports • presentations • works of art. 	<p>If not returned to student, retain at least until the end of the appeal period, then destroy</p>
2.1.3	<p>Records relating to the assessment of courses of study such as practicums and/or professional placements where the number of hours completed and proof of</p>	<p>Retain minimum of 50 years after completion of</p>

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<i>TEACHING - Assessment</i>		
	satisfactory performance may be required for accreditation purposes (e.g. nursing and teaching practicums). Note: For certification/accreditation purposes the information required will usually include the number of hours/days completed, dates, locations worked and the result/grade.	course of study, then destroy
2.1.4	Records relating to administrative arrangements for practicums and the conduct of examinations and other assessment activities, including supervision, timetabling, eligibility, provision of materials and objections to taking part in an assessment/examination, liaison with placement providers for practicums.	Retain until administrative or reference use ceases, then destroy

2.2.0 Attendance

The activity of managing student attendance.

2.2.1	Records relating to the management of student attendance for teaching and assessment activities such as examinations, assessment activities, classes, tutorials and laboratory sessions, e.g. attendance lists, sick leave forms and medical certificates. Includes daily practicum attendance timesheets in cases where adequate summary records are held as part of practicum records under 2.1.3.	Retain until at least until end of appeal period, then destroy
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2.3.0 Course delivery

The means by which teaching is conducted including online, face to face, and provision of teaching via learning management systems.

See **STUDENT ADMINISTRATION - Admission, enrolment and progression** for records relating to supervision of higher degree students.

See **TEACHING AND RESEARCH - Assessment** for student scripts.

2.3.1	Records relating to course delivery, including subject resources, material used in course delivery, and quality assurance. Includes: <ul style="list-style-type: none"> • subject outlines • study guides • readings • self assessment exercises • audio/visual teaching aides 	Retain until no longer required for teaching or other purposes, then destroy
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<i>TEACHING - Course delivery</i>		
	<ul style="list-style-type: none"> • reading lists • assignment lists • lecture notes • timetables, rosters, organising venues, teaching allocations • feedback data collection/survey forms • assessment of data/feedback on course delivery. 	
2.3.2	Masters of examination papers. Note: if no other course material is available these should be retained as State archives (see entry 2.4.1).	Retain minimum of 15 years after superseded, then destroy

2.4.0 Curriculum development & approval

The process of developing and approving curricula for courses. This includes the initiation or discussion of proposals, institutional approval processes and/or external accreditation.

2.4.1	Final approved versions of curricula. Includes: <ul style="list-style-type: none"> • master/authoritative set of descriptions of course requirements, prerequisites, content and outcomes, calendars, faculty handbooks and course guides. • master set of approved examination papers if no other course material is available. 	Required as State archives
2.4.2	Records relating to the development, review and/or approval of the curriculum. Includes correspondence, reference/advisory/industry groups, records of working parties and notes, and committee records. Note: Where these records are batched a careful estimation will need to be made on the likelihood all relevant courses have been superseded.	Retain minimum of 10 years after superseded, then destroy
2.4.3	Records relating to successful or unsuccessful external accreditation of courses by professional or registration bodies. Includes letter/notification of outcome of accreditation processes.	Retain minimum of 10 years after expiry of accreditation or until action completed, whichever is longer, then destroy
2.4.4	Records generated to support compliance with agreed accreditation obligations. Includes: <ul style="list-style-type: none"> • samples of output and results • reports and portfolios created for accreditation 	Retain minimum of 5 years after action completed, then destroy

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TEACHING - Transfer of courses

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2.5.0 Transfer of courses

Transfer of courses or units of study to another institutions.

2.5.1	Records relating to the transfer of responsibilities and ownership of courses to another institution. Includes agreements.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
2.5.2	Records relating to courses, assets, services and administration functions, where responsibility and/or liability has been transferred to another organisation within the NSW public sector and where records are required and where records are required to continue teaching, research, provision of services or management of business or activity. Includes but is not limited to: <ul style="list-style-type: none">• assets;• student administration;• student and other services;• teaching;• research;• general administration; and• commercial activities and consultancy services	Transfer ownership to new institution