

# **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**

**List of Functions and Activities covered**

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## General Retention and Disposal Authority Higher and further education

Authority number: GA47

Dates of coverage: Open

No.	Description of records	Disposal action
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### 4.0.0 GOVERNANCE

The establishment and management of the institution and related corporate entities.

See General Retention and Disposal Authority *Administrative records* **GOVERNING & CORPORATE BODIES - Compliance** 9.8.3 for records relating to the establishment of the institution and its companies and controlled entities.

See General Retention and Disposal Authority *Administrative records* **GOVERNING BODIES** for records relating to membership of governing bodies, committees and student bodies that are by appointment rather than election.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** 10.1.1 for annual reports of companies or controlled entities.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for records relating to periodic reports required to be submitted to external government organisations

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Audit** for records relating to quality assurance and other audits.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to compliance with mandatory or optional standards or requirements by companies or entities.

### 4.1.0 By laws, policies and procedures

The establishment and management of the institutions' by laws and rules.

See **STUDENT ADMINISTRATION - Student misconduct** for records relating to student disciplinary matters.

4.1.1	Final, approved versions of by-laws and rules governing the institution.  <b>Note:</b> includes final approved versions of strategic policies governing core functions such as teaching, research and admissions where these are not captured in by-laws, rules or minutes of governing bodies.	Required as State archives
4.1.2	Records relating to the development and review of by-laws, rules and whole of institution policies and procedures. Includes final approved versions of whole of institution procedures and policies that are duplicated in by-laws and rules.  <b>Note:</b> the need to refer to superseded policies and procedures for ongoing business needs should be assessed before destroying records under this class.	Retain minimum of 15 years after superseded or action completed, then destroy
4.1.3	Records relating to the development and review of internal/facilitative procedures and policies relating to core and administrative functions. Includes procedures, manuals, etc developed by business units to facilitate day-to-day operations.	Retain until administrative or reference use ceases, then destroy

## Higher and further education

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GOVERNANCE - Elections

### 4.2.0 Elections

The management of elections. Includes elections for student bodies where such elections are managed by the institution.

4.2.1	Records relating to the conduct of elections for membership of governing or student bodies, committees, etc. Includes management of electoral rolls, advertising, balloting, nominations, notices, papers, results, scrutineers, tally sheets, etc. <b>Note:</b> Institutions should consider their own requirements to refer back to election results in the event of a vacancy arising during office.	Retain minimum of 1 year after action completed, then destroy
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### 4.3.0 Licencing/accreditation

Activities relating to institutional accreditation as an educational provider.

4.3.1	Records relating to the accreditation of the institution as an education provider.	Required as State archives
4.3.2	Records of accreditation to deliver externally accredited short or non-award courses.	Retain minimum of 30 years after discontinuation of course, then destroy