

# **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

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No.	Description of records	Disposal action
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### 5.0.0 SUPPORT SERVICES

The function of managing non-teaching related services to students, ex-students, staff etc. Includes the management of alumni associations, accommodation, health and other services.

See **STUDENT ADMINISTRATION - Scholarships/Prizes/Fellowships** for records relating to the establishment of scholarships etc

See General Retention and Disposal Authority *University records* CHILDCARE SERVICES for records relating to the provision of childcare services or centres provided directly by the institution.

See General Retention and Disposal Authority *University records* HEALTH SERVICES for records relating to the provision of health services by the University, including services provided by students in the course of their studies.

### 5.1.0 Alumni relations

Activities associated with the management of alumni relations.

See **STUDENT ADMINISTRATION - Scholarships/Prizes/Fellowships/Awards** for records of awards provided to alumni.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for records relating to donations, fundraising campaigns, and public lectures which are outside of the teaching curriculum.

5.1.1	Records relating to the management of alumni associations. Includes the management of membership details, events, activities etc.	Retain until administrative or reference use ceases, then destroy
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### 5.2.0 Student support services

The provision of support services to students (e.g. accommodation, financial assistance, careers advice, etc.) by the university.

**Note:** This section applies to records of services where the service is provided directly by the institution, or where, for other reasons (such as contractual agreements), the institution has a right to control of the records. This does not extend to records created by external bodies, such as student bodies (e.g. students' union) or residential colleges where the college is not managed or operated by the institution.

See **STUDENT ADMINISTRATION - Admission, enrolment and progression 1.1.1** for records relating to advice provided to students in relation to teaching, enrolment, progression, assessments etc

See **STUDENT ADMINISTRATION - Student grievances, complaints and misconduct** for records relating to misconduct of students in university provided accommodation.

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

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*SUPPORT SERVICES - Student support services*

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to lease agreements with students.

5.2.1	<p>Records relating to the establishment, negotiation, maintenance and review of agreements to provide and operate services to students, etc. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence and records of negotiations</li> <li>• final, approved versions and significant drafts of agreements</li> <li>• reviews of agreements.</li> </ul>	<p>Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy</p>
5.2.2	<p>Records relating to the provision of financial assistance services (loans, bursaries, etc.), special needs and accessibility services (e.g. interpreters, reading assistance for sight impaired students, disabled access, etc.) and other tailored advisory or study support services and assistance to individual students.</p> <p>Note: for loan services, action completed is when the loan is repaid.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>
5.2.3	<p>Records relating to unsuccessful applications for student support services.</p>	<p>Retain minimum of 1 year after action completed, then destroy</p>
5.2.4	<p>Records relating to the provision and administration of residential accommodation and placement services for students; careers, employment and general services; mentoring, peer networking services, etc.</p>	<p>Retain minimum of 2 years after action completed, then destroy</p>
5.2.5	<p>Records relating to the interaction between the institution and student associations such as the students' union, sporting clubs, special interest groups etc.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>
5.2.6	<p>Records relating to liaison between the university and service providers where the service is not provided directly by the university. For example, child care services, religious services, student accommodation, medical and dental services.</p>	<p>Retain minimum of 5 years after action completed, then destroy</p>
5.2.7	<p>Records relating to the provision of counselling by a professional counsellor. Includes case files.</p> <p><b>Note:</b> Case files may be destroyed prior to the expiry of the minimum retention period in certain circumstances e.g. agreement between counsellor and client.</p>	<p>Retain minimum of 7 years after action completed or until the person reaches the age of 25, whichever is longer, then destroy</p>

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*SUPPORT SERVICES - Library services*

### 5.3.0 Library services

The provision of library services to the public, staff and students etc.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Control** for records relating to library loans.

5.3.1	Records relating to the provision of library borrowing and usage rights (including the imposition of fines or other penalties).	Retain minimum of 1 year after action completed, then destroy
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