

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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6.0.0 COMMERCIAL ACTIVITIES AND SERVICES

The commercialisation of services and products and the provision of services on a commercial basis.

Note: records relating to the provision of training or other educational services as part of a consultancy, such as student records, curricula, etc., should be dealt with in the same way as standard teaching and student administration records in this disposal authority.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to market research into commercial opportunities.

See General Retention and Disposal Authority *Administrative records* **GOVERNING & CORPORATE BODIES** for records relating to the establishment and incorporation of entities for commercial purposes.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Intellectual property** for records relating to intellectual property matters.

6.0.1	Records relating to the management of commercial ventures and services. Includes the provision of consultancies and other professional services. Includes: <ul style="list-style-type: none"> • expressions of interest and tenders • negotiations, contracts, agreements and other formal arrangements regarding provision of services, commercial ventures, use of intellectual property, etc. • records relating to provision of products and services. 	Retain minimum of 7 years after provision of services ceased or minimum of 7 years after all terms and conditions of contract are satisfied, whichever is longer, then destroy
6.0.2	Records relating to commercial ventures and services that did not proceed or where the tender/expression of interest, etc., was unsuccessful.	Retain minimum of 2 years after action completed, then destroy
6.0.3	Register of commercial activities.	Retain minimum of 7 years after superseded, then destroy