



Procedures for Appraising Hardcopy Records for Archiving



Filling in the Appraisal Form

- **Location:** Name of Faculty or Work Unit.
- **Box No:** This number should carry on from the last number that was used for archiving.
- **Description of Records:** Description should be representative of contents (e.g. Completed Students - Student Files A - Z)
- **Date Range:** Earliest date to recent date or year if batched in years rather than dates.
- **General Authority (GA) Ref No:** Refer to a GA (e.g. GA47:1.1.1).
- **General Authority Description of Record:** Information for this field can be found in the GA itself (e.g. 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.).
- **General Authority Disposal Action:** This is information regarding the retention period, i.e. how long you need to keep a record for before it can be destroyed (e.g. retain for a minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy)
**Sometimes a record/file can be linked to more than one GA. When this occurs, use the GA with the longest retention period. For example, if one GA says retain for 5 years and another says retain for 7 years, use the GA which references 7 years.
- **Destruction Date / State Archives:** Destruction date (as per GA) (the day and month used is the 31/12/XXXX then the year of destruction) OR if records are to be kept forever, insert SA (State Archives).
- **Forward Email:** The email is to contain the following Information:
 - How Many Boxes are to be collected
 - Location
 - Contact Person and Extension number
 - Attached completed Appraisal form
 - Send to records@scu.edu.au

Work Units should also keep documentation of what has been sent over to Records. This will be helpful if you need a document retrieved, then you are able to inform us as to what Box it is in as well as other relevant information if required.

Once approved the Corporate Records Unit will put in an Archibus to have the boxes collected.

Example of completed Appraisal Form:

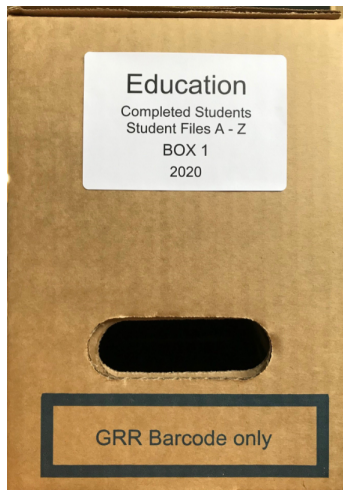
Southern Cross University		Appraisal/Destruction Form				
Faculty or Work Unit: EDUCATION						
Box No.	Description of Records	Date Range	General Authority (GA)	General Authority Description of Record	General Authority Disposal Action	Destruction Date or State Archives
1	Completed Students - Student Files A - Z	2020	GA47:1.1.1	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. See 1.1.4 for retention periods applying to records confirming a working with children check has been carried out.	Retain minimum of 7 years after completion or discontinuation of course or program of study by student, then destroy	31/12/2027
2	Practicum Reports A - L	2019 - 2020	GA47:2.1.3	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 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.	Retain minimum of 50 years after completion of course of study, then destroy	31/12/2070
3	Practicum Reports M - Z	2019 - 2020	GA47:2.1.3	AS ABOVE	AS ABOVE	31/12/2070
The above files have been appraised and sentenced in line with current NSW State Archives and Records General Retention & Disposal Authorities.						
CORPORATE RECORDS UNIT USE ONLY						
Approval for destruction:						
Head of Faculty or Work Unit:				Dated:		
Records Manager:				Dated:		



Corporate Records Unit

Box Labelling

- Download the Box Label Template from the Corporate Records web page under *Forms and Documents -Archive Box Label Template* <https://www.scu.edu.au/staff/corporate-records-management/forms-and-documents/>
- Fill out Information as shown on the template, there are a couple of examples of date formats.
- Print labels onto a sheet of adhesive labels. The template used is 'Avery' White General Use Labels - 8 per sheet (NOT the Removable Labels as these tend to curl up after a while) Software Code: L7165GU or Reorder No: 938207.
- If you have other suitable labels that won't peel off and are of similar dimensions, they can be used.
- Place label on box as shown below.



<p>Education Completed Students Student Files A - Z BOX 1 2020</p>	<p>Education Practicum Reports A - L BOX 2 2019 - 2020</p>
<p>Faculty/Work Unit Brief Description of Record BOX # YYYY - YYYY</p>	<p>Faculty/Work Unit Brief Description of Record BOX # dd/mm/yyyy – dd/mm/yyyy</p>

Please Note: **NO** sticky tape is to be used on Archive boxes to either hold down the lid or anywhere else as per NSW State Records guidelines. If you need sticky tape to close the lid - the box has been overfilled.

Regulations Regarding Destruction of Records

The State Records Act (Part 3, s.21) imposes a penalty for the illegal disposal of State Records. Agencies must be able to account for their records. If you destroy a record, you must be able to explain how and why this was undertaken. If you are not sure whether you have approval for destruction, contact Corporate Records Unit.

For further assistance contact the Corporate Records Unit on Ext 73264 or email records@scu.edu.au

www.scu.edu.au

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PO Box 157, Lismore NSW 2480 Australia
T +61 2 6620 3000 F +61 2 6620 3700

Coffs Harbour
Hogbin Drive, Coffs Harbour NSW 2450 Australia
T +61 2 6659 3777

Gold Coast
Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T +61 7 5589 3000 F +61 7 5589 3700



Corporate Records Unit

Contact details

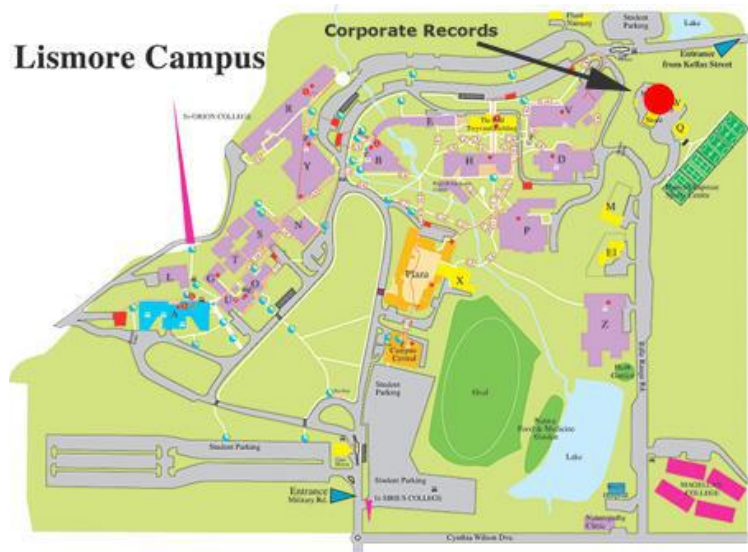
The Corporate Records Unit is located at Lismore Campus, W-Block adjacent the Mailroom.

Corporate Records Unit
Southern Cross University
PO Box 157
LISMORE NSW 2480
T: 02 66203264
E: records@scu.edu.au

Staff Contacts

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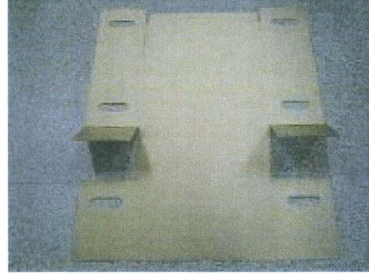
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Locked Mail Bag 4, Coolangatta QLD 4225 Australia
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APPENDIX A: Assembly instructions for T1 storage boxes

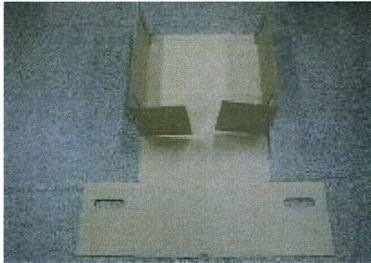
STEP 1 - Lay cardboard with lid flap at top



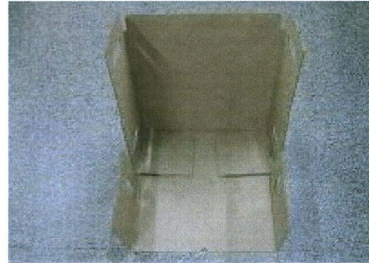
STEP 2 - Fold centre flaps upwards



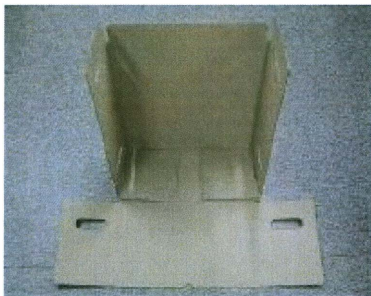
STEP 3 - Holding centre flaps in place, raise sides



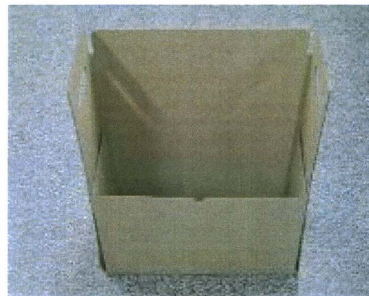
STEP 4 - Raise box



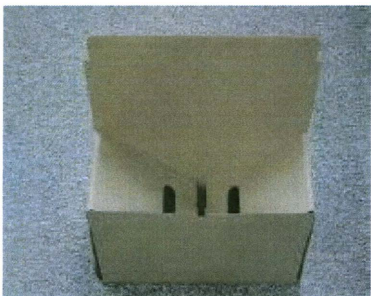
STEP 5 - Fold lower flaps up



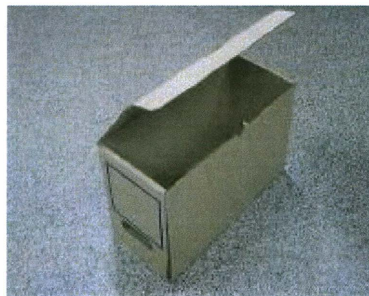
STEP 6 - Lift side of box into place



STEP 7 - Fold top flaps into box and clip into slots on bottom



STEP 8 - Fold lid into position



IMPORTANT: When correctly assembled, boxes do **NOT** require any tape. Tape should **not** be used on boxes intended for storage in the CRU. If you need tape to keep the lid closed, this means the box has been overfilled.