

Records Retention and Disposal Schedule

Purpose of Schedule

A Records Retention and Disposal Schedule is a critical component of a records and information management program. It identifies the records to be managed, communicates how long the records are to be retained and provides direction and guidance on record keeping requirements and conditions.

This schedule provides direction for records relevant to cross functional teams and records in most common use. It is to be read in conjunction with the institution’s Records Management Policy.

This Schedule will be reviewed at a minimum of 5 years or when a change occurs to the State Records GDA of a state in which the institution delivers courses.

The NSW State Records GDA is referenced in this schedule. NSW is a member of Council of Australasian Archives & Records Authorities (CAARA) which oversees the consistency of record keeping guidelines for public authorities.

Key related documents also referenced in this schedule include

- Victorian Training Guarantee Program (VTG) records management contractual conformance to the [Public Records ACT 1973 \(VIC\)](#) (PR Act), as directed by the Department of Education and Early Childhood Development.
- Certificate 3 Guarantee Program (C3G), contractual conformance to item 15 Personal Information 15.1: The Supplier must, (a) comply with Parts 1 and 3 of Chapter 2 of the [Information Privacy Act 2009](#) in relation to the discharge of its obligations under this Agreement as if the Supplier was the Department.

Definition of Terminology

Retention scheduling is the process of determining the life of a record in each stage of the information life cycle (from creation through disposition). Scheduling takes into consideration not only the practical business life of records (satisfying administrative, fiscal, and research needs) but also federal, state and local regulatory requirements.

Retention period is the length of time a record must be kept.

Disposal/Disposition may be to archive or destroy by secure means.

Delegated Officer is members of the institution’s Executive who has been delegated responsibility for the authorisation of destruction of records.

GDA-23- General Retention and Disposal Authority: University records

Version Control

Issue Date:	Summary of Changes	Review Date
5 April 2013	Established	November 2017
11 September 2014	Version 1.2	November 2017
16 September 2015	Update related laws, regulations and contractual obligations.	September 2020
5 April 2018	Update links and contractual obligations with regards to VET Student Loans, Skills First and C3G	April 2023

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Records Retention and Disposal Schedule

All schedule items apply to the College higher education and vocational education delivery and operations except where specified.

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
COMMUNITY RELATIONS					
Alumni	Alumni Relations	Records relating to membership details, alumni association promotions, events or activities	Retain until no longer required for administrative or reference purposes	Destroy	2.1.0
GOVERNANCE					
Governing body and committee records	Committee records	Meeting papers, including master set of minutes and agendas on core College functions	Retain for minimum 10 years then select for archive or destroy	Archive	3.6.1-3.6.5
	Establishment and/or incorporation of College and controlled entities	The establishment and/or incorporation of the College and controlled entities, including companies, and their antecedents	Retain	Archive	3.1.0
	Licensing/accreditation	Records and activities relating to institutional accreditation as an educational provider	Retain	Archive	3.5.0
	Financial records	Records and activities relating to institutional Financial management as an educational provider	Retain for minimum period after action completed	7 years then destroy	Refer GDA28
	Strategic management	Final copy of strategic plans for whole of College and high level organisational units.	Retain	Archive	3.9.0
		Final copy of strategic plans for functional areas/business units	Retain until superseded	Destroy	3.9.3
Records of internal planning relating to allocation of funds, student load, quota setting		Retain for minimum period after action completed	7 years then destroy	3.9.8	

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
Property and Facilities Management	Fit out	Records relating to structural and non-structural changes to buildings, structures or environs as part of fit-outs, renovations, installations and maintenance	Retain for minimum period from completion of work	7 years then destroy	7.1.0
	Commemorative plaques	Records relating to the design of plaques for use in or on structures within the College grounds.	Retain for minimum period after action completed	2 years then destroy	7.2.0
STUDENT ADMINISTRATION AND SERVICES					
Admission	Applications/Offers	Records of applications/offers for admission to any course of study offered by the College (including: under-graduate and post-graduate courses; short courses; bridging courses/programs; non-award applications).	If offer accepted retain for minimum period after completion or discontinuation of course by student	6 yrs then destroy	9.1.0
			If offer not accepted	3 years then destroy	
			If application rejected retain until appeal period has expired or minimum of 6 months after action completed, whichever is longer	Retain 6 months then destroy	
	Processes and procedures for information relating to applications for VET Student Loans	A copy of each version of the VET Student Loans application process (eCAF), and the dates when the version was current	Retain minimum of 5 years	Archive	VSL Rules 2016 Division 4
Counselling services	Client records	Records relating to persons <i>18 years or older</i> at the date of last entry in the record	Retain for minimum period after last entry in the record.	7 years then Destroy	11.1.0

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Note: Case files may be destroyed prior to expiry of 7 year retention where agreed to by both counsellor & client (GDA23 refer 11.1.1)			
		Records relating to persons <i>less than 18 years old at the date of last entry in the record</i>	Retain at least until the person attains or would have attained the age of 25 years	Use date of birth to calculate retention and add the destruction date to the front of file	11.1.0
Enrolment	Administrative arrangements	College Student Records, Institution Recruitment & College administration records, which belong to different activities and hence different schedules. Until a review and single process is developed it is necessary to match documents to the relevant disposal classes then apply the longest retention period to the whole file	Retain Minimum period	Archive	12.1.0
	Processes and procedures relating to student entry and enrolment	A copy of each version of the VET Student Loans student entry process or procedure and the dates when the version was current	Retain minimum of 5 years	Archive	VSL Rules 2016 Division 4
	Concessions	Records relating to the arrangement and management of concessions for students (e.g. travel concessions). This includes consultation with the agency providing student concessions	Retain –minimum period	1 year then Destroy	12.2.1
	Admission and enrolment – Higher Education	Records relating to a Student admission and enrolment into a course or unit or module. Examples of records: <ul style="list-style-type: none"> enrolment forms 	Retain- Minimum period after admission, enrolment completion, withdrawal or other	7 years then Destroy	12.3.0 12.4.0 24.2.3

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<ul style="list-style-type: none"> • declarations signed by students (for example in which they agree to abide by College Regulations, by-laws, rules, policies, etc) • related correspondence about eligibility 	discontinuation from the relevant course or qualification in which the student is enrolled as applicable		
	Admission and enrolment – VET (domestic students, including VET STUDENT LOANS & VET FEE-HELP applicants)	Records relating to a Student admission and enrolment into a course or unit or module. Examples of records: <ul style="list-style-type: none"> • enrolment forms • declarations signed by students (for example in which they agree to abide by College Regulations, by-laws, rules, policies, etc) • related correspondence about eligibility 	Retain- Minimum period after admission, enrolment completion, withdrawal or other discontinuation from the relevant course or qualification in which the student is enrolled as applicable	7 years then Destroy	12.3.0 12.4.0 24.2.3
		Record evidencing <ul style="list-style-type: none"> • the date and time the person enrolled in the VET course of study • the date and time the completed and signed <i>Request for Commonwealth assistance</i> form was accepted by the VET provider. 	Retain for minimum of 5 years	5 years then Destroy	VET Guidelines- items 4.9.3 and 4.9.4
	Admission and enrolment – VTG and Skills First Training Contract	Records relating to a Student admission and enrolment into a course or unit or module. Examples of records: <ul style="list-style-type: none"> • enrolment forms • declarations signed by students (for example in which they agree to abide by College Regulations, by-laws, rules, policies, etc) • related correspondence about eligibility 	Retain for minimum period after admission, enrolment completion, withdrawal or other discontinuation from the relevant course or qualification in which the student is enrolled as applicable	7 years then destroy in accordance with standards issued under the PR Act	VTG Contract 2015 cl 9.7(a) 2018-2019 Standard VET Funding

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Records related to VTG enrolment processes that confirm an individual's eligibility for government subsidised training under the VET Funding Contract, including records required under Schedule 1, and those that confirm the application of fees in accordance with the requirements of the VET Funding Contract			Contract Skills First Program cl 10.6
		Records related to an individual student Training Plans qualification in which they are enrolled	Retain for minimum period after the relevant Eligible Individual has completed or withdrawn from the relevant training course or qualification in which the student is enrolled, as applicable	2 years then Destroy	NA
	Pre and Post admissions and enrolment -C3G Training Contract	Retain (a) information and material specified in the Evidence Guide for Supervising RTO's published by the Department https://training.qld.gov.au/site/providers/Documents/funded/certificate3/pqs-evidence-guide.pdf (b) Any other information and material reasonably requested by the Department. The Supplier must give the Department copies of the information and material specified in this clause 9 within 5 business days of the Department's request.	Retain information and material for 6 years from the end of the term	6 years then destroy	C3G Contract Records 9-9.1(c and d) and 9.2
	Criminal Record Check	Record that a criminal record check has been carried out and the student subsequently undertakes courses, units or modules, and placement.	Retain- Minimum period after completion or	6 years then Destroy	12.3.3

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		This information is usually recorded in the student management system as a prerequisite to enrolment in placement.	discontinuation by student		
	Working with Children Check	Record that a working with children check has been completed where a student consequently undertakes courses, subjects, units or research (including placement) involving contact with children.	Retain- minimum of 99 years after action completed, then destroy	Archive for 99 years	12.3.5
		<i>Information received</i> as a result of working with children checks where a student undertakes courses, units/ modules/ placement involving contact with children. Examples of records: prohibited person declaration form; consent for working with children check; request to screening agency for working with children check; and notification of result of working with children check.	Retain for minimum after completion or discontinuation by student	6 years then Destroy	12.3.4
		Records relating to working with children checks as a result of which a student is refused enrolment in a course, subject or unit (including placement). Examples of records: <ul style="list-style-type: none"> • prohibited person declaration form; • consent for working with children check; • request to screening agency for working with children check; and • notification of result of working 	Retain for minimum period after action completed	1 year then Destroy	12.3.6
	Student identification (ID)	Records relating to the provision of student identification, usually in the form of student ID cards, including College library cards	Retain for minimum after action completed	6 months then Destroy	12.5.1
	Unique Student Identifier (USI)	Unique Student Identifier (USI) collected by the institution belonging to an individual VET learner, as	Retain until no	Destroy	

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		also recorded in the Australian government's USI Registry System.	longer required. (At a minimum this will be 30 years for all VET students that has an active enrolment with the Institution in January 2015 or thereafter)		
	Variation of Student Details	Record relating to notification of change of name	Retain for minimum after completion or discontinuation by student	6 years then Destroy	12.7.1
		Supporting documentation as part of change of name request	Retain until no longer required for reference	Destroy	12.7.2
		Record of notification of change of address	Retain until no longer required for reference	Destroy	12.7.3
	Variation of program	Variation of the courses or subjects a student is enrolled in. This includes deferment, discontinuation and exemptions, advanced standing, course transfers, related correspondence about eligibility	Retain for minimum period after completion or discontinuation by student	6 years then Destroy	12.6.0
	Withdrawal and cancellation	Relates to the formal withdrawal from a program of study	Retain for minimum period after the action completed, then destroy	1 year then Destroy	12.6.2
		Records relating to the remission of debt or re-credit of Fee-Help by withdrawal before census date	As above	1 year then Destroy	

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		A copy of each version of the withdrawal and cancellation process or procedure for VET Student Loans' students, including the dates when the version was current	Retain minimum of 5 years	Archive	VSL Rules 2016 Division 4
Graduation	Approval to graduate	Records relating to the determination and notification of students of their eligibility to graduate. Examples of records: applications to graduate, offers to graduate, lists of students eligible to graduate, decisions relating to students eligibility to graduate.	Retain for minimum period after action completed	1 year then Destroy	13.1.1
		Records relating to student acceptance of an offer to graduate.	Retain for minimum period after action	6 months then Destroy	13.1.2
	Graduation ceremonies	Program and order of proceedings and records relating to administrative arrangements for the graduation ceremony. This can include arranging for venue, speakers, catering, seating, special access, etc.	Retain for minimum period after action completed	1 year then Destroy	13.2.1
	Register of graduates	Register of graduates. This is the master list of graduands (including those who graduate in absentia).	Retain for minimum of 99 years	Archive	13.3.1
Testamurs	Testamurs	Record of receipt or delivery of testamurs.	Retain until no longer required for reference purpose	Destroy	13.2.2
		Reissue/Replacement of a Testamur <i>The original testamur and verifying documentation.</i>	Retain for minimum period after action	7 Years then Destroy	College Awards Issuance Policy
		Uncollected testamurs	Retain for minimum period	1 year then Destroy	13.2.2
Health services	The provision of health services where the	<i>Patient records</i> – where the patient was	Retain for minimum	7 years then Destroy	14.2.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
	service is provided directly by the College or can include services which are provided by College students in the course of their studies and under the supervision of professions and teaching staff.	18 years or older at the date of last entry in the record.	period after patient's last attendance or last action Note: last action could include medical/legal action or access by or on behalf of the patient		
		<i>Patient records</i> where the patient was <i>less than 18 years</i> old at the date of last entry in the record.	Retain for minimum of 7 years after patient's last attendance or last action, or at least until the patient attains or would have attained the age of 25 years, whichever is longer, Note: last action could include medical/legal action or access by or on behalf of the patient	7 years then Destroy	14.2.2
		Appointment registers.	Retain for minimum period after last entry	1 year then Destroy	14.2.3
Academic and Financial Scholarships	Administration	Records relating to the administration of scholarships, including funds management	Retain for minimum period after action completed	6 years then Destroy	15.1.1 & 15.3.2
	Decision making	Records relating to the decision making process	Retain for minimum period after action completed	1 year then Destroy	15.2.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Registers of recipients of scholarships	Retain for minimum period after action completed	7 years then Destroy	15.2.0
Student Behaviour/ Breaches includes both academic (such as plagiarism, cheating, etc) and non-academic misconduct	Disciplinary Proceedings and offence <i>has</i> involved a child or young person	Records of cases involving suspected or proven abuse or neglect of children. Examples of records: advice of allegation and response; risk assessments and action to minimise risk; reports; investigation documentation and reports; interview transcripts; signed statements; inquiry records; representations; referrals to external bodies; records of remedial and/or disciplinary action; and submissions in relation to disciplinary action.	Note: suspected abuse or neglect of children should be reported to the Commission for Children and Young People or other authorities as required.	Retain for minimum of 99 years after action completed, then destroy	3.2.1
	Disciplinary Proceedings and offence <i>has not</i> involved a child or young person	Records relating to disciplinary proceedings where a student is found to have committed a breach and <i>serious disciplinary</i> action is taken, but the offence has not involved a child or young person. This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (eg. NSW Police Service, ICAC).	Retain for minimum Period after action completed	6 years then destroy	3.2.2
		Records relating to disciplinary proceedings where a student is found to have committed a breach but <i>minor or no disciplinary action</i> is taken (e.g. caution or reprimand) and the offence has not involved a child or young person.	Retain for minimum period after action completed	2 years then destroy	3.2.3
	Fact finding	Records relating to preliminary/fact finding investigations of misconduct that were <i>not</i>	Retain for minimum period after action completed	1 year then destroy	3.2.4

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<i>proceeded with</i> and disciplinary matters where a student is found not to have committed a breach (i.e. the allegations have been found to be false, vexatious or misconceived or could not be proven) and the accusation has not involved a child or a young person. This includes unsubstantiated allegations			
Student Exchange	Applications	Records relating to applications e.g. application forms, correspondence, notifications of acceptance or refusal	Retain for a minimum period after action completed	1 year then destroy	16.2.1
	Successful Students	Records relating to student exchange for particular students	Retain for a minimum period after action completed	2 years Destroy	16.2.2
	Institutional arrangements	Records relating to arrangements, contracts or agreements with other institutions for student exchange programs	Retain for minimum period of 7 years after the agreement expires or from last action	7 years then Archive	16.2.3
Student Grievances & Appeals	Grievances & Appeals	Records relating to formal grievances raised by a student	Retain for minimum period after action completed	5 years then destroy	17.1.0
		A copy of each version of the grievances and appeals process or procedure, including the dates when the version was current	Retain minimum of 5 years	Archive	VSL Rules 2016 Division 4
Student Recruitment	Marketing	Records relating to marketing of courses to prospective students such as promotional material, website, brochures and also including activities such as open days, careers days	Retain for a minimum period after action completed	1 year then destroy	18.1.0
	Written Agents Agreements – Student recruitment (VET)	Records relating to all agents with which the institution has, or has had, a written agreement , including a record of full details of the names,	Retain for minimum period of 5 years	5 years then destroy	VET Guidelines –

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<p>contact details and arrangements in place with the agent/s. For the For the purpose of these VET Guidelines an agent is any person who acts for financial gain or other benefit on behalf of the VET provider to:</p> <ul style="list-style-type: none"> • market or promote the VET provider’s VET courses of study; • recruit persons to apply to enrol in the VET provider’s VET courses of study; • provide information and/or advice on the VET provider’s VET courses of study; • provide information and/or advice on the VET STUDENT LOANS & VET FEE-HELP scheme; • accept an application to enrol from, or enrolls, any person on the VET provider’s behalf; • refer a person to a VET provider for the purposes of enrolling in a VET course of study or VET unit/s of study; or • provide career counselling to a person on the VET provider’s behalf. 			items 4.6.6 & 4.6.7
	Marketing (VET Domestic Students)	<p>Records relating to all information provided to the person seeking to enrol and access a VET STUDENT LOANS & VET FEE-HELP loan. This includes (but is not limited to)</p> <p>Prior to enrolment a VET provider must give each prospective student the following information:</p> <p>(a) all information required to be provided under Standard 5 of the Standards for Registered Training Organisations (RTOs) 2015;</p>	Retain for minimum period of 5 years	5 years then destroy	VET Guidelines – item 4.7.3 and 4.7.2

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<p>(b) the person’s options for paying their tuition fees including the following payment options:</p> <ul style="list-style-type: none"> i. up-front payment; or ii. Government loan through the VET STUDENT LOANS & VET FEE-HELP scheme including eligibility criteria; or iii. any other options; <p>(c) the tuition fees that are covered by a VET FEE HELP loan, including whether a loan fee will apply and if so the amount, and any other fees that may be incurred that will not be covered by a VET FEE HELP loan;</p> <p>(d) the location of the published tuition fees, published census dates, and published withdrawal policy and procedures;</p> <p>(e) information on the VET-FEE HELP scheme including that:</p> <ul style="list-style-type: none"> i. VET STUDENT LOANS & VET FEE-HELP assistance is a loan from the Commonwealth; ii. the loan will remain as a personal debt obligation until it is repaid to the Commonwealth; iii. the loan may affect (by reducing) the person’s take home (after tax) wage or salary until the debt is repaid, and may affect the borrowing capacity of the person until the debt is repaid to the Commonwealth; iv. the signed Request for Commonwealth Assistance form applies to a loan for the 			

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<p>entire VET course of study, charged on a unit by unit basis, unless the student pays some of the tuition fees;</p> <p>v. census date(s) will apply to each of the VET units of study in which the person enrolls, with the student taking out a loan for any tuition fees that remain unpaid at the end of each census date;</p> <p>vi. a student may cancel their enrolment by:</p> <p style="padding-left: 20px;">A. withdrawing from each VET unit of study on or before the census date; and</p> <p style="padding-left: 20px;">B. in accordance with the provider's withdrawal policy;</p> <p>vii. withdrawal will result in the student:</p> <p style="padding-left: 20px;">A. not incurring a VET FEE HELP debt; and/or</p> <p style="padding-left: 20px;">B. receiving a refund for any up-front tuition fee payments made on or before the census date; and</p> <p>viii. a student may wish to seek independent financial advice prior to applying for a VET STUDENT LOANS & VET FEE-HELP loan.</p>			
	Overseas recruitment	Records relating to the recruitment of <i>full fee</i> paying students from overseas through the use of advertising and recruitment agents and records relating to arrangements with recruitment/advertising agencies	Retain for minimum period after action completed	2 years then	18.2.0
Student services	Special Needs support/ AccessAbility	Documents relating to the administrative arrangements for the provision of services to	Retain for a minimum period in separate filing	6 years then Destroy	19.6.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		students with permanent or long term disabilities or special needs	cabinet after last action completed		
		Documents relating to the administrative arrangements for the provision of services to students with temporary or short term disabilities or special needs	Retain for a minimum period after the action completed	1 year then destroy	19.6.2
	Student Orientation	Records relating to the administration, planning and management of orientation	Retain for a minimum period after action completed	1 year then destroy	19.7.0
	Student Learning Support	Documents relating to provision of learning support to students	Retain for a minimum period after action completed	2 years then destroy	19.9.0
	Library	Records relating to copyright including copyright declarations	Retain for minimum period after copy made	4 years then destroy	5.1.1
		Records relating to the imposing of fines or other penalties (other penalties may include withholding graduation offers until payment of fines and/or return of library items) for the late return, loss, or damage to library items (i.e. books, journals, newspapers, etc)	Retain for minimum period after action	6 months then destroy	5.2.1
		Records relating to the provision of library borrowing and usage rights	Retain for a minimum period after action completed	1 year then destroy	5.3.1
Fees	Processes and procedures in relation to fees	A copy of each version of processes or procedures in relation to fees and re-crediting a FEE-HELP balance, including the dates when the version was current	Retain minimum of 5 years	Archive	VSL Rules 2016 Division 4
	Records and accounts of all dealings connected with Skills First	keep complete Records and accounts of all dealings connected with the Skills First VET Funding Contract, including:	Retain minimum of 3 years	3 years then destroy	2018-2019 Standard VET Funding

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		<p>i) all quotations, invoices and receipts, which must contain full particulars of payments made by the Training Provider to its subcontractors and other third parties; and</p> <p>ii) other Records and accounts as required by Law and any relevant regulatory authorities;</p> <p>iii) evidence that the Training Provider has received any and all fees from Eligible Individuals that the Training Provider reported via the SVTS as having charged, and copies of any invoices, or statements provided to the Eligible Individuals, and bank generated transaction statements of the Training Provider's accounts into which the fees were paid or received, such that the Department can confirm that the Training Provider received the fee for which each Eligible Individual was invoiced</p>			Contract Skills First Program cl 10.6
TEACHING AND RESEARCH					
Assessment committee records	Assessment committee records	Assessment committee records	Retain for minimum Period after completion of appeal or appeal expiry	1 year then destroy	25.2.1
Completed student assessment items – VET	VET completed student assessment items	The actual piece(s) of work completed by a student or evidence of that work, including evidence collected for an RPL process. An assessor's completed marking guide, criteria, and observation checklist for each student may be sufficient where it is not possible to retain the student's actual work. However, the retained evidence must have enough detail to demonstrate the assessor's judgement of the student's performance against the standard required.	Securely retain, for a period of six months from the date on which the judgement of competence for the student was made	Retain 6 months from date of competency judgement then option to destroy	Ref see ASQA General Direction, referenced under Procedures, p.1 herein

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		Note: A RTO is required to securely retain, and be able to produce in full at audit if requested to do so, all completed student assessment items for each student, as per the definition above, for a period of six months from the date on which the judgement of competence for the student was made. http://www.asqa.gov.au/verve/resources/General_direction_Retaining_student_assessment.pdf			
	C3G subsidised VET completed assessment items	Retain for each UoC for each student (i) the assessor's completed marking guide, criteria and observation checklists for the UoC (ii) the completed paper-based assessment items for the UoC	Retain information and material for 6 years from the end of the term	6 years then destroy	C3G Contract Records 9.1(b)(i) and (ii)
	VTG and Skills First subsidised VET completed student assessment items	Retain all related assessments associated with the enrolled student's Evidence of Participation requirements under the VTG VET Funding Contract, including At a minimum this includes: Either: <ul style="list-style-type: none"> One (1) point of Evidence of Participation per unit of competency/module if the period between the Enrolment Activity Start Date and Enrolment Activity End Date for the unit of competency/module is one month or less; OR Two (2) points of Evidence of Participation per unit of competency/module must be provided if the period between the Enrolment Activity Start Date and Enrolment Activity End Date for the unit of competency/module is greater than one 	VTG - Securely retain, for a period of two years from the date after the relevant Eligible Individual has completed or withdrawn from the relevant module or unit of competency in which they are enrolled. Skills First - Securely retain, for a period of three years from the date after the relevant Eligible Individual has completed or withdrawn from the	2 years then destroy in accordance with standards issued under the PR Act 3 years then destroy in accordance with Skills First Contract	VTG Contract 2015 cl 9.7(c) 2018-2019 Standard VET Funding Contract Skills First Program cl 10.6

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		<p>month, including one point within the last month of training delivery and/or assessment as identified by the reported Enrolment Activity End Date.</p> <p>And</p> <ul style="list-style-type: none"> • Records of EoP completeness test - ensuring it contains: <ul style="list-style-type: none"> • student's signature, in addition to the student's name, unit of competency/module and date required for all Evidence of Participation; and • Instructor (trainer and/or assessor) notes based on personal interviews, telephone, e-mail, or other communication modes on the engagement of a student in learning and/or assessment activity of the unit of competency or module. 	relevant training course or qualification in which they are enrolled.		
Completed student assessment items - HE	HE completed student assessment items	Records relating to the grading/marketing of individual assessment components of a subject or course Note: These records need to be retained to allow students the opportunity to appeal	Retain for minimum after end of appeal period	Retain 1 year then destroy	HE: 25.9.1 VET:ASQA General Direction referenced in Procedure, p.1 herein.
		Student examination/ assessment scripts (e.g. examination papers completed by students). Includes any work, with the exception of theses, submitted or completed by students for the purposes of assessment or evaluation	Retain until the latter of the expiry of the assessment or grade appeal period	Retain as indicated then Destroy	25.2.2

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Administrative arrangements for the conduct of examinations and other assessment activities. Examples of records: timetables, eligibility lists	Retain until no longer required for reference purpose,	Destroy	25.2.7
Special consideration requests (assessment)	Special consideration requests (assessment)	Records that relate to requests from students that special consideration be given due to circumstances which affected their performance in an examination or other assessment activity	Retain for a minimum period after action completed	3 years then destroy	25.10.1
Assessment appeals	Appeals	Records of appeals of individual assessments	Retain for minimum Period after action completed Note: action completed may include escalation to internal or external formal grievance/ complaint processes	1 year then Destroy	25.2.6
Changes to assessment results	Changes to assessment results	Records relating to changes to assessment results	Retain for minimum Period after completion or discontinuation of course by student	6 years then destroy	25.9.4
Unit Results / Grades (HE only)	Unit grades/results	Records of determination of final results/grades	Retain for minimum after end of appeal period	1 year then destroy	29.5.2
	Supervision of higher degree students where assessment is by thesis or other significant work	Records relating to the supervision of higher degree students, including advice and liaison between a supervisor and student	Retain for minimum period after action completed	6 years then destroy	25.11.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Records relating to the appointment of examiners, assessors or supervisors	Retain for minimum of 1 year after action completed or end of appeal period, whichever is longer	1 year then destroy	25.11.2
		Examiners/assessors' reports and related records	Retain at least until end of appeal period	destroy	25.11.3
	Theses	Undergraduate and honours theses submitted or completed by students for the purposes of assessment or evaluation. Includes postgraduate coursework theses (where student is not working towards a higher degree)	Retain for minimum Period after date of submission	3 years then destroy	25.2.5
		Theses submitted by higher degree students where the student <i>is awarded</i> the higher degree	Retain until no longer required for reference use	destroy	25.11.4
		Theses submitted by higher degree students where the student is <i>not awarded</i> the higher degree.	Retain until end of appeal period	destroy	25.11.5
Records of attainment of units of competency and qualifications (VET Only)	Records of attainment of units of competency and qualifications (VET only)	Statement of Attainment, Statement of Results and Testamurs issued to students Retain registers of AQF qualifications authorised to issue and of all AQF qualifications issued	retain client records of attainment of units of competency and qualifications for minimum Period after results released	30 years then destroy	Clause 3.4 & Schedule 5 (Standard for RTO's 2015)
Records of study, academic transcripts and attainment of	Transcripts and final results (HE only)	Statement of Results and Testamurs issued to students	Retain for minimum period after completion or discontinuation of course	75 years then destroy	25.12.0

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
qualification (HE only)		Records relating to requests for academic transcripts	Retain until no longer required for reference purposes	Destroy	25.12.3
		Records relating to requests for verification of qualifications or graduation status	Retain for minimum period after action completed	1 year then destroy	25.12.4
Records of study and qualifications (Accredited non-award courses)	Accredited Non-award courses	Final grades of students in non-award courses	Retain for minimum period after grades awarded	75 years then destroy	24.3.1
		Student records relating to administration of non-award courses	Retain for minimum period after action completed	of 2 years then destroy	24.3.2
Records of Completion (in-house training/ non-award courses only)	In-house training/Non-award courses	Record of issuance of certificate to participant of non-award courses	Retain for minimum period after action completed	7 years then destroy	College rule
Appeal of final grade or NYC UoC result	Assessment appeals	Records relating to appeals of final grade / not yet competent UoC result	Retain for minimum after action completed Note: action completed may include escalation to internal or external formal grievance/ complaint processes	1 year then destroy	25.9.3
Class attendance	Attendance – HE & VET general	Records relating to attendance.	Retain until the end of the appeal period	Destroy	25.3.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Records' relating to attendance for practicum's where students are working with children	Retain for minimum Period after practicum completed.	10 years then destroy	25.3.2
	Attendance – VTG VET students	Records of RTO's endorsed attendance roll that serves as Evidence of Participant (EoP) consistent with contract requirements. 'Endorsed' in this instance means a signature of the trainer or relevant administration person. Note: Attendance at an induction or orientation class alone is not sufficient as EoP).	Securely retain for a period of two years from the date after the relevant Eligible Individual has completed or withdrawn from the relevant module or unit of competency in which they are enrolled.	2 years then destroy	NA
	Attendance – Skills First VET students	Records of RTO's endorsed attendance roll that serves as Evidence of Participant (EoP) consistent with contract requirements. 'Endorsed' in this instance means a signature of the trainer or relevant administration person. Note: Attendance at an induction or orientation class alone is not sufficient as EoP).	Securely retain for a period of three years from the date after the relevant Eligible Individual has completed or withdrawn from the relevant course or qualifications in which they are enrolled.	3 years then destroy	2018-2019 Standard VET Funding Contract Skills First Program cl 10.6
	Attendance - C3G VET students	Records of the commencement of educational content attendance and progression Note: Refer also to Training and Assessment Strategies and /or Individual Student Training Plans below.	Retain information and material for 6 years from the end of the term	6 years then destroy	C3G Contract Records 9.1(a)(i)
Training and Assessment Strategies and	All VET course Training and Assessment Strategies	Training and Assessment Strategies for VET courses (training packages and accredited courses) as updated from time to time	Retain for at least seven (7) years		

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
/or Individual Student Training Plans			consistent with RTO Re-registration period		
	VTG Training Plans	Individual Student Training Plans related to VTG course enrolment	related to Training Plans for at least two (2) years after the relevant Eligible Individual has completed or withdrawn from the relevant training course or qualification in which they are enrolled;	2 years then destroy in accordance with standards issued under the PR Act	VTG Contract 2015 – cl 9.7 (b)
	Skills First Training Plans and Pre-Training Reviews	Individual Student Training Plans and Pre-Training Reviews related to Skills First course enrolment	Securely retain for a period of three years from the date after the relevant Eligible Individual has completed or withdrawn from the relevant course or qualifications in which they are enrolled.	3 years then destroy	2018-2019 Standard VET Funding Contract Skills First Program cl 10.6
C3G Training and Assessment	Records of each student’s participation in (i) Training and Assessment for each Unit of Competency. (ii) evidence that the on-the-job training component has been achieved for each unit of competency (iii) evidence supporting the accuracy and validity of data included in reports provided by the Supplier to the Department under clause 5, including evidence	Retain information and material for 6 years from the end of the term	6 years then destroy	C3G Contract Records 9.1(a)(i)(ii) and (iii)	

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		supporting the start and end dates for each student for each UoC Note: Refer also to Class attendance above.			
		Practicums/placement- administrative records for arrangements and liaison with placement providers. See General Retention and Disposal Authority – Administrative records for agreements/contracts.	Retain for a minimum of 1 year after completion or withdrawal then destroy.		25.2.4
Curriculum	Course curriculum materials	Subject resources and material used in course delivery e.g. subject outlines, study guides, readings, self assessment exercises	Retain until no longer required for teaching or other purposes	Destroy	25.4.1
		Master set of Calendars, handbooks and guides. These contain such information as descriptions of course requirements, prerequisites, content and outcomes	Retain	Archive	25.4.3
		Course feedback- survey forms, data, analysis	Retain until no longer required for reference, teaching or administrative purposes	Destroy	25.4.5
	Curriculum development	Working papers e.g. reference/advisory/industry groups, records of committees and working parties	Retain for minimum Period after curricula superseded	3 years then Destroy	25.6.1
	Curriculum review	Records relating to the review of curricula, includes working papers	Retain for minimum Period after review completed	3 years then destroy	25.7.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
	Curriculum approval	Records of the curriculum approval process, including committee records	Retain for minimum period after curricula superseded	10 years then destroy	25.5.2
Student course progression / 'at risk' management	Student course progression / 'at risk' management	Records relating to the assessment of students in order to identify those whose progression may require intervention	Retain for minimum Period after student has completed or discontinued course	6 years then destroy	25.8.1
		Records of committees (including adhoc committees) responsible for assessing student progression cases	Retain for minimum Period after committee met	6 years then destroy	25.8.2
Research	Approvals	Human Ethics records of assessment and approval of research.	Retain for minimum Period after action completed	20 years then destroy	23.1.0
	Administration	Records relating to the administration of research projects that <i>are</i> approved, including: applications/proposals, approvals, resource allocation.	Retain for minimum Period after action completed	7 years then destroy	23.5.0
		Records relating to the administration of research projects that <i>are not</i> approved	Retain for minimum Period after action completed	2 years then destroy	23.5.2
	Data, primary materials and research records	Projects of major national or international significance, interest or controversy or where work has community or heritage value, where the principal investigator has a widely acknowledged influence on the area of scholarship and where the data is crucial to the substantiation of the research findings and cannot be readily or practically duplicated	Retain	Archive	23.6.1

Function	Activity	Description	Disposal	Minimum retention period / disposal action	Reference in GDA23 (unless otherwise indicated)
		Projects which are not of major significance – where the project has <i>human subjects</i> and potential long term effects including animal testing for human products. <i>Includes clinical or psychological research</i>	Retain for 5 years from date of publication of research data and 12 months from completion of short-term student research projects undertaken for the purpose of assessment only. However, other considerations affecting retention should also be taken into account. For example, workers compensation regulations allow for a claimant to reopen a case at any time during the lifetime of the claimant, which may necessitate records to be retained for up to approximately 70 years after the research project is completed	Archive	23.6.2
External TEQSA/ASQA HEP and Course Accreditation approvals	Accreditation to Deliver	Records of accreditation to deliver externally accredited courses.	Retain for minimum Period after course discontinued	30 years then destroy	24.2.1
	Course development	Records pertaining to research, drafts, meetings, edits etc	Retain for minimum Period after action completed	2 years then destroy	24.2.4