What is the RDA and what does it do?

- Provides a legal mechanism for the retention and disposal of university records in accordance with the *Public Records Act 1973*
- Identifies records to be kept permanently
- Prevents premature destruction of records
- Specifies the minimum (and in some cases maximum) retention period
- Authorises destruction of records deemed temporary
- Mandates prompt destruction of records as per the *Information Privacy Act 2000*
University Records

“…a record comprised of recorded information in any form (regardless of format), created or received and maintained by the University and its officials in the course of conducting its administrative and operational affairs, and retained as evidence of such activity…”
Are there any records which can be destroyed without using the RDA?

Some university records and information can be destroyed under normal administrative practice (NAP)

This includes:

- Working papers
- Drafts
- Reference material i.e. extra copies of documents and publications, superseded manuals, catalogues, trade and professional journals
- Unsolicited advertising material
- Copies
The Crimes (Document Destruction) Act 2006 and the RDA

• The *Crimes (Document Destruction) Act* 2006 makes it an offence for individuals or organisations to destroy documents that they know are or are reasonably likely to be required as evidence in a future legal proceeding.

• It is also an offence to expressly or implicitly authorise a person to destroy such documents.

• RDA is subject to the provisions of the Crimes Act – i.e. if records are likely or reasonably likely to be required as evidence then they MUST NOT be destroyed.

• But destroying records using this RDA is lawful as long as the previous requirement is met.
## 4. EXTERNAL RELATIONS

<table>
<thead>
<tr>
<th>CLASS NO.</th>
<th>DESCRIPTION</th>
<th>DISPOSAL ACTION</th>
<th>PRIME SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0200</td>
<td>EXTERNAL RELATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The function associated with the management of the University’s relationships with the external world, including government, industry, community groups and individuals. Includes marketing, media relations, fundraising.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200/2000</td>
<td>COMMITTEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The activities associated with the operation of committees and working groups. Includes Minutes, Meetings, Agenda, and Correspondence. Use REPRESENTATION when nominating staff to represent the University on external boards, working groups, inquiries etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200/2000/2</td>
<td>External Committees - convened by the University or where the University has provided the Secretariat. Master set of minutes, agenda, reports, resolutions, submissions and other meeting papers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent Transfer hard copy original or electronic original to Records Services after administrative use concluded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200/2000/3</td>
<td>External Committees - convened by the University or where the University has provided the Secretariat. Duplicate copies of minutes, agenda, reports, resolutions, submissions and other meeting papers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temporary Hold in work unit after administrative use concluded until the records are due for destruction. Electronic records should be maintained in readable format pending destruction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 4. EXTERNAL RELATIONS

<table>
<thead>
<tr>
<th>CLASS NO.</th>
<th>DESCRIPTION</th>
<th>DISPOSAL ACTION</th>
<th>PRIME SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0200</td>
<td>EXTERNAL RELATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The function associated with the management of the University's relationships with the external world, including government, industry, community groups and individuals. Includes marketing, media relations, fundraising.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200/2000</td>
<td>COMMITTEES</td>
<td>Permanent</td>
<td>Committee Secretaries</td>
</tr>
<tr>
<td></td>
<td>The activities associated with the operation of committees and working groups. Includes Minutes, Meetings, Agenda, and Correspondence. Use REPRESENTATION when nominating staff to represent the University on external boards, working groups, inquiries etc.</td>
<td>Retain as University Archives.</td>
<td>Transfer hard copy original or electronic original to Records Services after administrative use concluded.</td>
</tr>
<tr>
<td>0200/2000/2</td>
<td>External Committees - convened by the University or where the University has provided the Secretariat. Master set of minutes, agenda, reports, resolutions, submissions and other meeting papers.</td>
<td>Temporary</td>
<td>Hold in work unit after administrative use concluded until the records are due for destruction. Electronic records should be maintained in readable format pending destruction.</td>
</tr>
<tr>
<td>0200/2000/3</td>
<td>External Committees - convened by the University or where the University has provided the Secretariat. Duplicate copies of minutes, agenda, reports, resolutions, submissions and other meeting papers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Contact the Disposal Advice Service -

• Will recommend either the incorporation of the records class into an existing disposal class in the RDA or develop a new disposal class by writing an Appraisal Report

• Either method will result in the RDA being updated
• It’s also available as a searchable online database

Online version of the RDA

** PLEASE NOTE - This brief introduction to the online version of the Retention and Disposal Authority (RDA) is a work in progress - for more detailed information about the RDA, its application and use, please read the Guidelines for Use document, found here - http://www.unimelb.edu.au/records/corporate/disposal.html **

At the University of Melbourne documents and records are created as part of daily business activity. This Retention and Disposal Authority presents classes of records and rules (policies) for disposal within the framework of the Enterprise Classification Scheme.

In the RDA you will find:
- **Function** - the broadest unit of business performed by the University
- **Activity Descriptor** - major processes or groups of tasks undertaken within each function
- **Disposal Class** - classes of documents/records with the same disposal rules

For each Enterprise Classification Scheme term, the RDA shows:
- **Scope Notes** - notes that provide guidance on the use of a term
- **Broader Terms** - terms at a higher level
- **Narrower Terms** - terms at a lower level

For each Disposal Class, the schedule shows:
- **Dates of Coverage** - period of validity for the Disposal Class
- **Disposition Actions** - includes the archival status of each class (i.e. permanent or temporary and where the disposition is temporary, a retention period is provided) and who is responsible for the custody of the records
- **See also** - *See also* link to another Disposal Class

**IMPORTANT USABILITY NOTE:** when browsing through the RDA to find a disposal class, always click on the plus sign. Clicking on activities will take you to the first instance of that activity which might not be within the function you are browsing. **
Disposal Class in the online RDA

University of Melbourne Records Retention and Disposal Authority - 0200/2000/2 -

Search:

Full text search of the entire Retention and Disposal Authority

Select from the Alphabetical List:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select from the Retention and Disposal Authority:

- Home
- ACADEMIC PROGRAMS
- ALUMNI RELATIONS
- COLLECTION MANAGEMENT
- EXTERNAL RELATIONS
- Agreements
- Bequests
- Celebrations & Ceremonies
- Committees
- 0200/2000/1
- 0200/2000/2
- 0200/2000/3
- 0200/2000/4
- 0200/2000/5
- 0200/2000/6
- 0200/2000/7
- 0200/2000/8
- 0200/2000/9
- Conferences
- Donations
- Enquiries
- Feedback
- Fundraising
- Gifts
- Grants

0200/2000/2 - (Disposal Class)
External Committees - convened by the University or where the University has provided the Secretariat.

Master set of minutes, agenda, reports, resolutions, submissions and other meeting papers.

DATES OF COVERAGE

-

DISPOSITION ACTIONS

- Permanent - Retain as University Archives
- Transfer hard copy original or electronic original to Records Services after administrative use concluded

See also

Record Types

Sources

Stakeholders
How do I use the RDA?

- Examine the records to see what they are about
- Determine function & activity used to create the records – look up the ECS (http://www.unimelb.edu.au/records/ECS/)
- Then refer to the RDA and the corresponding function & activity
- Read through the records class under that function & activity combination
- If more than one records class covers the records you have, either seek clarification with the Disposal Advice Service or use the disposal sentence with the longest retention period
- If unable to find an appropriate disposal sentence, contact the Disposal Advice Service
Records Retention

These valuable documents should be stored for five years.

This job got so much easier when I realized that nobody ever asks for anything back.