



# Introduction to the University Records Retention and Disposal Authority

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- 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...”*

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- Reference material i.e. extra copies of documents and publications, superseded manuals, catalogues, trade and professional journals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* 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.



# Authority Structure and Layout 1

## 4. EXTERNAL RELATIONS

CLASS NO.	DESCRIPTION	DISPOSAL ACTION		PRIME SOURCE
		RETENTION	CUSTODY	
0200	<p><b>EXTERNAL RELATIONS</b></p> <p>The function associated with the management of the University's relationships with the external world, including government, industry, community groups and individuals.</p> <p>Includes marketing, media relations, fundraising.</p>			
0200/2000	<p><b>COMMITTEES</b></p> <p>The activities associated with the operation of committees and working groups.</p> <p>Includes Minutes, Meetings, Agenda, and Correspondence.</p> <p>Use <b>REPRESENTATION</b> when nominating staff to represent the University on external boards, working groups, inquiries etc.</p>			
0200/2000/2	<p>External Committees - convened by the University or where the University has provided the Secretariat.</p> <p>Master set of minutes, agenda, reports, resolutions, submissions and other meeting papers.</p>	<p><b>Permanent</b></p> <p>Retain as University Archives.</p>	<p>Transfer hard copy original or electronic original to Records Services after administrative use concluded.</p>	Committee Secretaries
0200/2000/3	<p>External Committees - convened by the University or where the University has provided the Secretariat.</p> <p>Duplicate copies of minutes, agenda, reports, resolutions, submissions and other meeting papers.</p>	<p><b>Temporary</b></p> <p>Destroy 1 year after last action completed.</p>	<p>Hold in work unit after administrative use concluded until the records are due for destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>	

*Function & Scope Note*

*Activity & Scope Note*



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*Description/Record Class*

- Contact the Disposal Advice Service -  
[http://www.unimelb.edu.au/records/corporate/disposal\\_advice\\_service.html](http://www.unimelb.edu.au/records/corporate/disposal_advice_service.html)
- 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
- <http://www.unimelb.edu.au/records/RDA>



## University of Melbourne Records Retention and Disposal Authority



### 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
- FINANCIAL MANAGEMENT
- GOVERNANCE
- HUMAN RESOURCES
- INFORMATION MANAGEMENT
- LEGAL SERVICES
- OCCUPATIONAL HEALTH & SAFETY
- PROPERTY, ASSETS & EQUIPMENT
- RESEARCH
- STUDENT ADMINISTRATION
- STUDENT SERVICES

**\*\* 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 disposition 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:

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
UVWXYZ

### 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



# Using the RDA within TRIM

The screenshot shows the TRIM Context application window titled "TRIM Context - [Records - Record Number is '10/2540' - 1 Record Found]". The interface includes a menu bar (File, Edit, Search, Tools, Window, Help), a toolbar with various icons, and a search bar containing "Record Number" and "10/2540". A left-hand sidebar contains "Shortcuts" and "Favorites" sections with icons for Records, Locations, Classifications, Schedules, Thesaurus Terms, Saved Searches, and Document Queues. The main content area displays a table with one record:

Record Number	Title	Date Created	Assignee
10/2540	EXTERNAL RELATIONS - Conferences - University Recordkeepers Forum URF - 2010 - Arrangements	7/07/2010 at 11:52 AM	At Home Location: RECORDS SERVICES

Below the table, a detailed view of the record is shown, including fields for Current Location, Security Level, Date Created, Date Registered, Notes, Record Number, Title, Related Records, Security, and Retention Schedule. The Retention Schedule field is highlighted with a red box and contains the following text:

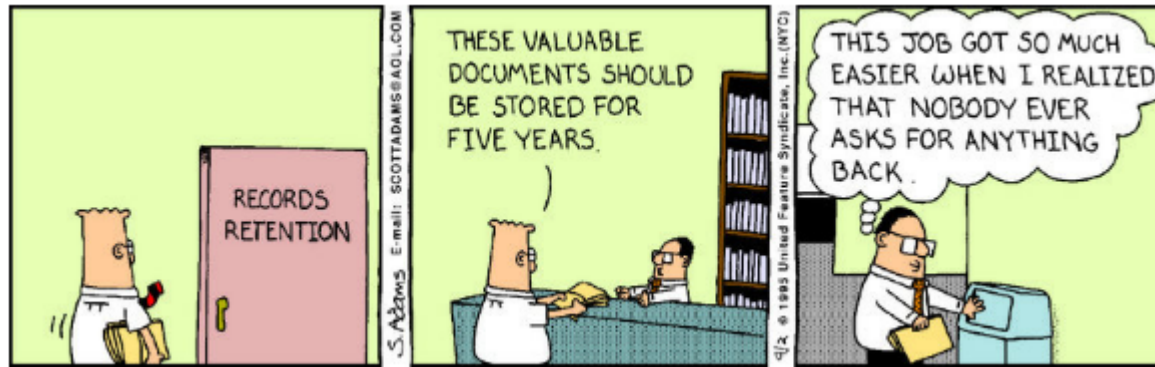
0200/2150/3 EXTERNAL RELATIONS - Conferences  
Notes: Records documenting arrangements to hold conferences including program development, arranging speakers, promotion, registration management and venue bookings.  
Includes draft programs, publicity, invitations, venue accommodation and catering arrangements.  
Temporary  
Destroy 2 years after last action completed.  
Custody Triggers: Make Inactive 6 Months after Last Action Date  
Destroy Triggers: Destroy 2 Years after Last Action Date

The bottom of the window shows a status bar with "Records - Record Number is '10/2540' - 1 Record Found" and "Recent Documents - 25 Records Found". The footer of the application displays "Lucinda Davies | TRIM | context.its.unimelb.edu.au".



## 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





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