



# Records Management Policy and Procedure

Sydney Institute of Business Technology Pty Ltd (SIBT)

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## Document

<b>Document Name</b>	Records Management Policy and Procedure
<b>Brief Description</b>	This policy recognises records as a vital asset in supporting Sydney Institute of Business and Technology (SIBT) daily functions and operations and its responsibility in managing the creation, maintenance, retention and disposal of all records.
<b>Responsible Officer</b>	Quality and Compliance Manager
<b>Delegate Authority</b>	Senior Management Team
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## Version Control

<b>Date Approved</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Approved by</b>
12/3/26	1	Initial Release	Senior Management Team

## Related Documents

<b>Name</b>	<b>Location</b>
Business Continuity Plan	<a href="#">SIBT Intranet</a>
Codes of Conduct	<a href="#">SIBT Website</a>
Copyright Policy	<a href="#">SIBT Website</a>
Critical Incident Policy and Procedure	<a href="#">SIBT Website</a>
Delegated Authorities Policy	<a href="#">SIBT Intranet</a>
Privacy Notices	<a href="#">SIBT Website</a>
Records Management, Retention and Disposal Policy (Navitas)	<a href="#">SIBT Website</a>
SIBT Records Management Process Flow	<a href="#">SIBT Intranet</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
State Records Act 1998	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>
Government Information (Public Access) Act 2009 (NSW)	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>

Name	Location
Privacy and Personal Information Protection Act 1998 (NSW)	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>
Health Records and Information Privacy Act 2002 (NSW)	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>



## Contents

1. Purpose.....	4
2. Definitions .....	4
3. Application .....	5
4. Policy Statement .....	5
5. Access to records .....	5
6. Privacy .....	6
7. Creation of Student Records .....	6
8. Creation of Staff Records .....	6
9. Management of Records .....	6
10. Storage and Backup of Records.....	7
11. Retention of Records .....	7
12. Disposal of Records.....	7
13. Student Records Release .....	7
14. Responsibilities .....	8
15. Compliance .....	8
16. Review .....	9
17. Records Management.....	9
18. Appendix A - Retention and Disposal Schedule by Record Type .....	10

## 1. Purpose

- a) The purpose of this Policy is to provide a framework for the management of all SIBT records including secure capture, management, retention timeframes and disposal to the standard required by the State Records Act 1998 (NSW) (State Records Act) and the Privacy and Personal Information Protection Act 1998 (NSW). The standards applied are those of GDA47 – General retention and disposal authority: higher and further education.
- b) This policy should be read in conjunction with the Privacy Policy and the Critical Incident Policy (with reference to data breaches).

## 2. Definitions

Term	Meaning
<b>Authorised User</b>	An individual who has been approved and provided with access to IT resources, assets, systems or information.
<b>Archives</b>	Records that have been identified as having continuing value and that are kept either permanently or are being retained for a specified period prior to disposal.
<b>Destroy/Disposal</b>	The complete and irreversible obliteration of all physical instances of records, data, or information such as shredding or pulping, and, in the case of electronic records, of data or information so that it is completely unreadable and cannot be accessed or used for unauthorised purposes.
<b>General Retention and Disposal Authorities (GA)</b>	The authorities approved by NSW State Records identifying the minimum retention period for records, and whether they are required to be kept permanently or may be destroyed
<b>Legal document</b>	May include memoranda of understanding, contracts and agreements, but excludes staff employment contracts
<b>Record</b>	Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means as per the definition in the <a href="#">State Records Act</a> .
<b>Records management</b>	The efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including processes for capturing and maintaining evidence of, and information about, business activities and transactions in the form of records as per the definition in AS ISO 15489.1:2002 Records Management.
<b>SIBT records</b>	Any records made or received by any person in the course of the exercise of official functions in SIBT, or for any purpose of SIBT, or for the use of SIBT, and include records in any format such as hard copy, electronic, audio or video, film, photographs and publications.

### 3. Application

This Policy applies to:

- a) All staff and administrative units of SIBT;
- b) All records, both physical and electronic, and includes, but is not limited to, records relating to the following:
  - i. Management data
  - ii. Student data
  - iii. Human Resources data
  - iv. Teaching materials. It is noted SIBT records are the physical property of SIBT and not of the staff member who created them or received them (Refer Copyright Policy).

### 4. Policy Statement

- a) SIBT will only request and retain student data and information based on legislative requirements as a registered provider of award courses; and/or that is essential to facilitate a student's enrolment in an award or non-award course.
- b) SIBT acknowledges its records constitute its corporate memory, providing evidence of actions and decisions, and as such are a vital asset that supports all its daily functions and operations.
- c) SIBT will ensure the efficient and effective management of records will assist in policy formulation and high-level decision-making, protect the interests and rights of staff, students, and the wider community, and support consistency, continuity, efficiency and productivity in all SIBT activities.
- d) SIBT will ensure compliance with the requirements of the State Records Act 1988;
- e) SIBT will ensure that records are organised and managed in conditions appropriate to their context and nature, as well as the needs of SIBT; and
- f) Implement best practice in records management practices and systems that is determined by regulatory requirements, business functions, technologies, risks, evidence requirements, retention and archiving requirements, compliance requirements for external and internal reporting, security, storage, and the need for information retrieval.

### 5. Access to records

- a) Access to records is in accordance with the Privacy Policy and Delegated Authority Policy. Only SIBT staff with legitimate reason within their role to access students' records may do so.
- b) Disclosure of student information must be in accordance with SIBT and Navitas Privacy Notice. Current and former students of SIBT have access to their records on request through the Director of Student and Academic Services.
- c) Information required by other education institutions to confirm qualifications of a current or former student of SIBT, such as confirmation of units of study completed, participation in officially recognised activities, and scholarships received by students, will not be released by SIBT unless accompanied by written authorisation of the student.
- d) Staff may have access to those records necessary to fulfil their SIBT duties although, records of a confidential nature may be restricted.



- e) All SIBT records must remain on site (both physically and electronically), unless there are compelling circumstances (such as a legal requirement) which require their release or transfer.
- f) Access to records is not to be provided to external parties unless authorised by the College Director and Principal (or delegate).

## 6. Privacy

- a) Authorised access to appropriate records and information by staff is determined by the role functionality and staff are only able to access records and information if they have a legitimate business reason to do so. Each user account is determined by staff role and requirements.
- b) SIBT has an obligation under privacy legislation to protect private, sensitive and/or confidential information relating to all past and current students. The level of access to its business systems such as Salesforce (CRM), Navigate (SMS) and Moodle (LMS) is managed and authorised by SIBT's senior managers under delegated authority from the College Director and Principal.
- c) Students and staff have the right to request access to all records that SIBT has retained relating to them. For greater detail, refer to the [Privacy Notice](#) on SIBT's website.

## 7. Creation of Student Records

- a) Collection of student records is in accordance with the Privacy Notice.
- b) Student information is securely maintained to meet compliance and legislative requirements, SIBT business needs, provide student outcomes data and reports including student progress, completion, graduation, and quality improvements, and meet student needs.

## 8. Creation of Staff Records

- c) Collection of staff records is in accordance with the Privacy Notice.
- d) Staff information is securely maintained to meet compliance and legislative requirements and SIBT business needs.

## 9. Management of Records

- a) SIBT takes all reasonable care to ensure that all records are complete, accurate, and maintained securely.
- b) Processes and procedures are in place to protect the information in an electronic or hard copy format and maintain confidentiality.
- c) The naming conventions for records and documents across the teams vary based on operational elements and team specific documents however for consistency and clarity the use of program, unit, trimester and date codes will be applied to ensure clarity, uniformity and consistency. E.g.:
  - i. Date = yyyyymmdd
  - ii. Trimester/Session/Term = yyyy(01), (02), (03) (Moodle)
  - iii. Trimester/Session/Term = T(1), (2), (3) yyyy (Reporting)

- d) Data and information that is no longer required will be archived, either physically or digitally for the duration of the stated retention period.
- e) Data and information will be subject to a pre-disposal check by the business area manager prior to being destroyed securely in accordance with the Retention and Disposal Schedule in [Attachment 1](#).

## 10. Storage and Backup of Records

- a) All records are kept securely.
- b) Physical records are kept in secure and locked cabinets in secure areas of campus.
- c) Electronic records are stored in secure network drives and authorised cloud storage platforms such as Microsoft SharePoint. Access is controlled through user authentication and role-based permissions. Electronic records are protected through system-level backup, redundancy, and disaster recovery procedures managed by the IT team and the cloud service provider.

## 11. Retention of Records

- a) The Retention and Disposal Schedule in [Attachment 1](#) provides information regarding the duration for maintaining records by group and identifies items that must be permanently retained.

## 12. Disposal of Records

- a) The College Director and Principal authorises the disposal of records in accordance with this Policy.
- b) The Senior Manager in each business unit oversees the process for pre-disposal checks and subsequent disposal within their team.
- c) Records are disposed of in accordance with the Retention and Disposal Schedule in [Attachment 1](#)
- d) Disposal of hardcopy records
  - i. Deposit in a shredding bin on campus. If you are unable to locate a bin or the bin is full, please notify your manager immediately.
- e) Disposal of electronic records
  - i. Delete electronic file and then empty the computer's rubbish bin to ensure disposal is complete and cannot be accessed or used for unauthorised purposes.

## 13. Student Records Release

- a) A student's records and information will not be provided to any person except the student, unless the student provides SIBT with written permission to release their student records and information to a specified external party or person, with the following exceptions:
  - i. To meet its legislative compliance requirements as a registered higher education provider, SIBT is required to report award course students' enrolment and related data to the Commonwealth government annually.

- ii. Provided to the police, at the request of the police, when this forms part of an official investigation.

#### 14. Responsibilities

- a) The College Director and Principal is responsible of ensuring that SIBT complies with the privacy and record management requirements.
- b) The Quality and Compliance Manager is responsible for the implementation, monitoring and reporting on this policy. This includes implementing a standardised records management system and assisting staff to establish and maintain records keeping systems.
- c) The IT Manager is responsible for the security and back-up of IT systems and electronic records. This includes measures to prevent data breaches and the response and reporting on any such critical incidents.
- d) Senior Managers will ensure their staff create and maintain records and documents in accordance with this policy and conduct a pre-disposal check prior to disposal at the end of the retention period.
- e) All staff must:
  - i. create accurate records for all SIBT activities for which they are responsible as a representative of SIBT;
  - ii. create accurate records for all decisions they make as a representative of SIBT;
  - iii. use standardised naming conventions that ensure clarity of the content and its relevant operational and retention timeframes.
  - iv. maintain records in accordance with this policy; and
  - v. protect confidential information in their custody from unauthorised access.

#### 15. Compliance

- a) SIBT maintains compliance with the legislation relating to
  - i. The State Records Act (1998)
  - ii. Government Information (Public Access) Act 2009 (NSW)
  - iii. Privacy and Personal Information Protection Act 1998 (NSW)
- b) In addition, this Policy complies with Higher Education Standards Framework standard 7.3.3 (Information Management) which specifies that:  
“Information systems and records are maintained, securely and confidentially as necessary to:
  - i. maintain accurate and up-to-date records of enrolments, progression, completions and award of qualifications
  - ii. prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity
  - iii. document and record responses to formal complaints, allegations of misconduct, breaches of academic or research integrity and critical incidents, and
  - iv. demonstrate compliance with the Higher Education Standards Framework.”



## 16. Review

- a) SIBT monitors the effectiveness and appropriateness of the terms under this Policy to identify continuous improvement opportunities and risk identification and mitigation and to inform updates to the policy.
- a) This Policy is reviewed by the Quality and Compliance Manager and College Director and Principal at least every three (3) years and as changes are made to the regulatory compliance requirements, legislation, regulation, and guidelines. This review process aims to ensure alignment to the strategic direction of SIBT and continued relevance to Navitas' current and planned operations.

## 17. Records Management

- a) All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	College Director & Principal	SIBT website	Permanent	Retain permanently
and				

## 18. Appendix A - Retention and Disposal Schedule by Record Type

Refer to Records Management, Retention and Disposal Policy for details on the Acts that has informed the Schedule

Description of Records	Status	Disposal Action
<b>External Relations</b>		
<b>Alumni</b>		
Alumni records including register of alumni and member details	Temporary	Retain for six (6) months after last action
<b>Liaison</b>		
Agreements to establish relationships with external organisations (dated)	Temporary	✓ Retain for seven (7) years after expiry or cancellation (not signed under seal) ✓ Retain for 12 years after expiry or cancellation (signed under seal)
Agreements to establish relationships with external organisations (undated)	Temporary	Retain for 25 years from date registered
<b>Student Recruitment</b>		
Records relating to appointment of external advertising and/or recruitment agencies or representatives and the agreements relating to agents or representatives	Temporary	Retain for seven (7) years after appointment ceases or agreement lapses
<b>External Visits</b>		
Records relating to visits from external entities to the Company premises	Temporary	Retain for one (1) year after last action

Description of Records	Status	Disposal Action
<b>Financial Management</b>		
<b>Trust Fund Management</b>		
Establishment of perpetual Trusts and Trusts	Permanent	Retain permanently
Establishment – other Trusts including legal documents defining the terms of the Trust and records relating to finalisation of the Trust	Temporary	Retain for 20 years after cessation of Trust and disbursement of all assets
<b>Trust Fund Maintenance</b>		
Trust fund maintenance and transaction reports, including: ✓ Periodic reports ✓ Batching records ✓ Incorrect calculations reports ✓ Processing/reporting request form ✓ Processing/updates or file maintenance run lists ✓ Trial balances ✓ Stores and materials daily/trail/current balances and balance comparison	Temporary	Retain for 10 years after last action

Description of Records	Status	Disposal Action
<b>Human Resource Management</b>		
<b>Awards and Recognition</b>		
Establishment of performance excellence awards	Temporary	Retain for five (5) years after award is no longer offered
<b>Personnel Files</b>		
Senior staff or significant staff (e.g. method of earning dismissal extraordinary, significant notoriety in their discipline/industry or media)	Permanent	Retain permanently
Non-senior staff	Temporary	Retain for 70 years after date of birth AND seven (7) years after date of separation
<b>Selection and Recruitment</b>		
Senior Staff Positions – recruitment process documentation, unsuccessful candidates and successful candidates that do not commence	Permanent	Retain permanently
Other Staff Positions – recruitment process documentation, unsuccessful candidates and successful candidates that do not commence	Temporary	Retain for one (1) year after appeal period expires
<b>Staff Exchanges/Secondments</b>		
Records relating to arrangements for staff exchanges with other entities	Temporary	Retain for two (2) years after arrangement expires
<b>Study or Professional Development Leave</b>		
Applications for study or professional development leave – successful	Temporary	Retain for seven (7) years after last action
Applications for study or professional development leave – unsuccessful	Temporary	Retain for two (2) years after last action

Description of Records	Status	Disposal Action
<b>Publishing</b>		
<b>Policy</b>		
Final version of policy	Permanent	Retain permanently
Policy working papers and drafts	Temporary	Retain until Policy is superseded
<b>Intellectual Property</b>		
Administration of intellectual property. Includes internal and external correspondence related to intellectual property management.	Temporary	Retain for five (5) years after last action
Records relating to disputes and/or infringements concerning intellectual property	Temporary	Retain for 10 years after last action

Description of Records	Status	Disposal Action
<b>Student Administration</b>		

Admission		
Successful applications for admission – include:  <ul style="list-style-type: none"> <li>✓ Offer letters</li> <li>✓ Applications</li> <li>✓ Supporting documents</li> <li>✓ Immigration clearances (Confirmation of Enrolment)</li> <li>✓ Acceptances</li> <li>✓ Any other relevant supporting documentation</li> </ul>	Temporary	Retain for seven (7) years after last action
Applicant with no enrolment record on the Student Management System	Temporary	Retain for six (6) months after the census date of the semester that student was due to commence
Unsuccessful applications for admission	Temporary	Retain for six (6) months after the applicant is notified of outcome and/or conclusion of any appeals process
External Admission Centres e.g. Universities and Colleges Admission Service (UCAS) in the UK, Universities Admission Centre (UAC) electronic file including academic results and all student/course preferences	Temporary	Retain for two (2) years after relevant Government Department, e.g., DET census date
Records relating to the number of places offered in programmes or courses, based on data from the external admission agency	Temporary	Retain for three (3) years after relevant census date
Calendars and Handbooks		
Duplicate sets of calendar and handbook publications	Temporary	Retain until reference ceases
Master set of calendar and handbook publications	Permanent	Retain permanently (electronically)
Enrolment		
Records of individual students relating to academic progress, course progression and unit participation:  <ul style="list-style-type: none"> <li>✓ Exclusions, academic progress, academic standing</li> <li>✓ Warnings regarding poor course progression</li> <li>✓ Withdrawal without academic penalty</li> <li>✓ Certificates/prerequisites for unit participation</li> <li>✓ Visa approvals</li> <li>✓ Immigration notifications relating to enrolment status</li> <li>✓ Credit transfer</li> <li>✓ Leave of absence</li> </ul>	Temporary	Retain until course completion and for seven (7) years after last action  Where course was abandoned, retain until maximum period for course completion elapses plus one (1) year.
Records used for administrative verification such as records relating to the enrolment of	Temporary	Retain for four (4) years after last action

students into courses of study. Documents include: ✓ Enrolment/re-enrolment forms ✓ Verification/Confirmation of Enrolment ✓ Course cancellation/changes to enrolment ✓ Student arrangements including enrolment times		
<b>Graduation</b>		
Records related to protocols for Academic Dress (if appropriate)	Permanent	Retain permanently
Conferral Proceedings including records related to the conferral of certificates, protocols and transcripts of guest speeches	Temporary	Retain for ten (10) years after graduation ceremony
Eligibility to Graduate, including notifications to students regarding finalisation, approval and graduation ceremony	Temporary	Retain for two (2) years after last action
Graduation Programs	Temporary	Retain for five (5) years after last action
Requests for replacement testamurs including fees and supporting documentation	Temporary	Retain for two (2) years after last action
Master record of graduates	Permanent	Retain permanently
<b>Student Misconduct (Academic and Non-Academic)</b>		
Records relating to allegations of misconduct, academic or non-academic	Temporary	Retain until course completion.  Where course has been abandoned, retain until maximum period for course completion elapses
Investigations of non-academic misconduct involving external agencies and regarding criminal or legal investigations of non-academic misconduct	Temporary	Retain for seven (7) years after last action
<b>Scholarships, Prizes, Awards and Bursaries</b>		
Administrative arrangements for presentation ceremonies for scholarships, prizes, awards and bursaries awarded by the Company, including programmes of proceedings	Temporary	Retain until reference ceases
Administration, determination and/or nomination of recipients of scholarships, prizes, awards and bursaries.	Temporary	Retain for five (5) years after prize awarded
Applications for scholarships, prizes, awards and bursaries	Temporary	Retain until end of appeal period
Records relating to the establishment, rules and conditions of scholarships, awards, prizes and bursaries. This includes registers of past recipients of scholarships, awards, prizes and bursaries	Permanent	Retain permanently

Academic Year		
Academic Year – organisation and structure including semester and other reaching period dates and key administrative and committee dates	Temporary	Retain for one (1) year after the academic calendar has been superseded
Student Details		
Change of name, address, or other details	Temporary	Retain history of all contact details until student graduates or exits without graduating. Details should be maintained in chronological order in the student management system.
Photographic images for student identity cards, including negatives.	Temporary	Retain until reference ceases
External enquiries relating to verification of personal details, academic records and student academic progress	Temporary	Retain for one (1) year after last action
Student Fees and Charges		
Administration – fees and fines including tuition fees (not including student contribution fees), and library fines. Including correspondence related to outstanding fees and fines	Temporary	Retain for five (5) years from end of last financial year
Administration – sanction for non-payment of tuition fees (not including student contribution fees), and library fines (Not Paid)	Temporary	Retain for 70 years from date of enrolment
Administration – sanction for non-payment of tuition fees (not including student contribution fees), and library fines (Paid)	Temporary	Retain for three (3) months after last action
Summary of student data maintained in the student information system for the purpose of providing information on individual student. Information retained on the system should include, but is not limited to: <ul style="list-style-type: none"> <li>✓ Student name</li> <li>✓ Student ID</li> <li>✓ Date of birth</li> <li>✓ Enrolment summary</li> <li>✓ Misconduct summary</li> <li>✓ Awards/courses completed</li> </ul>	Permanent	Retain permanently
Student Load Intake		
Records related to student load intake management in courses and/or units. Includes but not limited to: ✓ Projection and target reports ✓ Student load statistic reports	Temporary	Retain for five (5) years after last action

Description of Records	Status	Disposal Action
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Student Services		
<b>Counselling</b>		
Appointment registers and records relating to the provision of counselling programs or activities.	Temporary	Retain for two (2) years after last action
Client files – personal, academic and general counselling patient files.	Temporary	Retain for seven (7) years after appointment or access on behalf of the client AND until the client is 25 years of age
<b>Equity and Diversity</b>		
Equipment – records relating to provision of equipment and media to students	Temporary	Retain for five (5) years after last action
Records relating to courses devised to facilitate equity and diversity	Temporary	Retain for five (5) years after course ceases
<b>Financial Assistance</b>		
Discretionary funds – administration, establishment and maintenance of funds to assist students in attending conferences, sporting competitions etc. including successful applications	Temporary	Retain for five (5) years after last action
Unsuccessful applications for discretionary funds including supporting documentation.	Temporary	Retain for one (1) year after last action
Administration of student loans scheme. Includes records related to the establishment, rules and regulations of the scheme	Temporary	Retain for five (5) years after scheme becomes obsolete
Student loans– successful applications, including: ✓ Supporting documentation ✓ Assessment ✓ Approvals ✓ Repayments ✓ Requests for extensions	Temporary	Retain for five (5) years after discharge of the loan
Student loans – unsuccessful applications	Temporary	Retain for one (1) year after last action and expiration of appeal period
<b>Learning Skills</b>		
Courses and activities related to the enhancement of learning skills, including provision of information, planning and review.	Temporary	Retain for two (2) years after course is superseded
<b>Orientation</b>		
Arrangements for student orientation: Open days, Programmes, etc.	Temporary	Retain for two (2) years after last action
<b>Recreational Services</b>		
Records relating to the provision of recreational programs or activities	Temporary	Retain for two (2) years after last action

Description of Records	Status	Disposal Action
Learning and Teaching		

Assessment		
Academic records of student grades in the College courses and units	Permanent	Retain permanently
Completed assessment including examination scripts and other forms of assessment. Includes written, oral, performance, assignments and presentations	Temporary	Retain for one (1) year after release of results
Attendance records – examinations and other assessment activities	Temporary	Retain for six (6) months after the last action
Examination papers – master set	Permanent	Retain permanently
Results - records relating to the results of assessment items or examinations. Includes: ✓ Appeals ✓ Changes ✓ Review ✓ Grading	Temporary	Retain for two (2) years after last action
Special arrangements for assessment/examinations for individual students and/or distance education or remote sites	Temporary	Retain for one (1) year after last action
Special consideration requests and outcomes. Includes requests for deferred/supplementary examinations	Temporary	Retain until the end of the appeal period
Examination arrangements - supervision for assessment items and examinations, including invigilation arrangements and timetables	Temporary	Retain for one (1) year after last action
Records relating to withdrawals and/or graduation outcomes: ✓ Academic Transcripts ✓ Awards	Permanent	Retain permanently
Awards – Staff Teaching Excellence and Staff Administrative/Management Excellence		
Records related to consideration of applications for potential award nomination	Temporary	Retain for five (5) years after award no longer offered
Successful applications and nominations for an award	Permanent	Retain permanently
Applications – unsuccessful: ✓ Applications nominated for an award which are unsuccessful ✓ Applications not nominated after consideration	Temporary	Retain for five (5) years after award no longer offered
Records related to establishment of awards at a College or campus	Temporary	Retain for five (5) years after award no longer offered
Curriculum Management		
Accreditation by professional bodies – documentation and records	Temporary	Retain for ten (10) years after accreditation expires

Records related to the approval of curricula	Permanent	Retain permanently
Development of award courses and units – curricula development	Temporary	Retain for ten (10) years after program ceases to be offered
Non-award courses or units – development of curricula	Temporary	Retain for five (5) years after last action
Teaching staff working papers for course/subject preparation and delivery	Temporary	Retain for six (6) months after last action
<b>Collaborative Ventures</b>		
Proposals for collaborative of joint ventures which do not proceed	Temporary	Retain for five (5) years after last action
Establishment and strategic management of joint/collaborative ventures. Records include: <ul style="list-style-type: none"> <li>✓ Preliminary discussions</li> <li>✓ Copy of proposal or submission</li> <li>✓ Deed of agreement</li> <li>✓ Appointment of steering committee or board members</li> <li>Terms of reference or tasks</li> <li>✓ Notification of withdrawal</li> <li>✓ Funding agreements</li> <li>College ongoing participation</li> <li>✓ Restructures</li> <li>✓ Financial reports</li> <li>✓ Other strategic matters</li> </ul>	Permanent	Retain permanently
<b>Delivery</b>		
Definitive Course Documents	Permanent	Retain permanently
Unit Outlines	Temporary	Retain for 10 years after unit is last offered
Audio/audio-visual recordings of teaching sessions: <ul style="list-style-type: none"> <li>✓ Lectures</li> <li>✓ Tutorials</li> <li>✓ Seminars</li> <li>✓ Workshops</li> </ul>	Temporary	Retain for six (6) months after last action
Resources and materials used in subject and/or course delivery. Includes: <ul style="list-style-type: none"> <li>✓ Study guides</li> <li>✓ Readings</li> <li>✓ Self-assessment exercises</li> <li>✓ Audio-visual teaching aids</li> <li>✓ Assignments</li> <li>✓ Lecture notes</li> </ul>	Temporary	Retain for two (2) years after last action
<b>Ethical Clearances as required</b>		
Records related to ethical clearance for teaching activities related to animals, includes: <ul style="list-style-type: none"> <li>✓ application</li> <li>✓ supporting documentation</li> </ul>	Temporary	Retain for seven (7) years after last action

<ul style="list-style-type: none"> <li>✓ assessment</li> <li>✓ decision</li> </ul>		
Records related to human subjects' consent to involvement in teaching activities.	Temporary	Retain for 15 years after project was concluded or abandoned
Records related to the ethical clearances required for working with genetically modified material or high-risk material, includes: <ul style="list-style-type: none"> <li>✓ application</li> <li>✓ supporting documentation</li> <li>✓ assessment</li> <li>✓ decision</li> </ul>	Temporary	Retain for 15 years after project was concluded or abandoned
Records relating to the use of expedited processes for ethical clearance related to teaching activities involving human subjects	Temporary	Retain for 10 years after project was concluded or abandoned
Records related to the full process for ethical clearance related to teaching activities involving human subjects	Temporary	Retain for 15 years after project was concluded or abandoned
Records relating to the monitoring of ethical practices through both internal and external mechanisms	Temporary	Retain for seven (7) years after project was concluded or abandoned
<b>Evaluation</b>		
Administration of data collection for evaluations of teaching, units and courses	Temporary	Retain for two (2) years after last action
Analysis and survey data related to evaluations	Temporary	Retain for five (5) years after last action
Reports of evaluation outcomes	Permanent	Retain permanently
<b>Intellectual Property</b>		
Administrative correspondence related to intellectual property management. Includes: <ul style="list-style-type: none"> <li>✓ Unsuccessful applications for grant or registration of intellectual property</li> <li>✓ Supporting information</li> <li>✓ Searches</li> <li>✓ Correspondence between officers or solicitors/attorneys</li> </ul>	Temporary	Retain for five (5) years after last action
Records related to arrangements for use. Includes: <ul style="list-style-type: none"> <li>✓ Correspondence between licensors and licensees</li> <li>✓ Agreements</li> <li>✓ Material or product transfer.</li> </ul>	Temporary	Retain for seven (7) years after expiry or cancellation of agreement
Records relating to intellectual property disputes, includes: <ul style="list-style-type: none"> <li>✓ Notification</li> <li>✓ Mediation</li> <li>✓ Agreement</li> </ul>	Temporary	Retain for 10 years after last action

✓ Outcome		
<p>Registration records of intellectual property, includes:</p> <ul style="list-style-type: none"> <li>✓ Applications for grant or registration</li> <li>✓ Formal assignment of intellectual property</li> <li>✓ Request form, specification, patent – provisional or complete</li> <li>✓ Request for examination</li> <li>✓ Acceptance</li> <li>✓ Objection – statement, hearings</li> <li>✓ Extensions for registration</li> <li>✓ Renewal</li> <li>✓ Supporting documents</li> <li>✓ Final documents (e.g. the sealed patent licence)</li> </ul>	Permanent	Retain permanently
<b>Learning Materials</b>		
Records related to the acquisition and disposal of chemicals, specimens, drugs, poisons etc. used in teaching and learning activities and not controlled by other legislation/regulations	Temporary	Retain for five (5) years after last action
Records related to the management of clinical and hazardous waste in accordance with regulatory requirements set out under the relevant environment protection Act e.g. the Environment Protection Act 1997 (the Act) in Australia	Temporary	Retain for five (5) years after last action
<b>Practicum</b>		
Records of administrative arrangements related to practicum placements	Temporary	Retain for two (2) years after last action
Agreements with other organisations to allow placements	Temporary	Retain for 15 years after expiry or cancellation of agreement
Participation records providing proof of the number of hours completed by students and the level of performance where required	Temporary	Retain until course completion, or if course abandoned, until maximum period for course completion has elapsed
<b>Teaching Projects</b>		
Agreements/contracts for teaching projects.	Temporary	Retain for seven (7) years after expiry of agreement OR 15 years after expiry of agreement if signed under seal
Records regarding the formulation and development of teaching projects. Includes working papers and preliminary data	Temporary	Retain for five (5) years after project completion
<p>Funding proposals for teaching projects, includes:</p> <ul style="list-style-type: none"> <li>✓ Successful and unsuccessful proposals for internal and external competitive and non-competitive funding</li> </ul>	Temporary	Retain for five (5) years after last action

<ul style="list-style-type: none"> <li>✓ Application forms</li> <li>✓ Tenders</li> <li>✓ Supporting information</li> <li>✓ Referees</li> <li>✓ Protocols</li> <li>✓ Reports</li> </ul>		
<p>Reports on individual projects as required by conditions of granting bodies, legislation and protocol</p> <p>OR</p> <p>Communication to the wider community. Includes any and all progress or interim reports, final reports and presentations</p>	Temporary	Retain for five (5) years after project completion
<b>Teaching Strategy Development</b>		
Approved operational teaching plan, inclusive of improvement plan and areas of focus in teaching delivery	Temporary	Retain for five (5) years after plan was superseded
Records related to formulation, development and evaluation of operational teaching plans and teaching strategies, including proposals, correspondence, briefing and discussion papers	Temporary	Retain for three (3) years after last action
Approved strategic learning and teaching plan, mapped to the Company's' mission statement, objectives, goals and performance indicators and all supporting documents, inclusive of approval documentation	Permanent	Retain permanently
<b>Timetabling</b>		
Records related to the booking of classes, exams and workshops for teaching or other purposes	Temporary	Retain for one (1) year after last action

Description of Records	Status	Disposal Action
<b>Governance</b>		
<b>Annual Submissions</b>		
Annual submissions to Government related to core business activities	Permanent	Retain permanently
Submissions to Government on other business activities including for example programme approvals for student income support payments	Temporary	Retain for 10 years after submission
<b>Committees</b>		
Committee papers for working parties include: <ul style="list-style-type: none"> <li>✓ Minutes</li> <li>✓ Agendas</li> <li>✓ Submissions</li> </ul>	Temporary	Retain for two (2) years after relevant working party ceases to exist

<p>Committee records – governing boards and significant committees and includes records of meetings of the following groups but is not limited to:</p> <ul style="list-style-type: none"> <li>✓ Board of Directors</li> <li>✓ Navitas Leadership Team</li> <li>✓ Audit and Risk Committee</li> <li>✓ Finance Committee</li> <li>✓ Academic Board</li> <li>✓ Senior Executive Management Group/s</li> <li>✓ Learning and Teaching Committee</li> <li>✓ Curriculum Review and Renewal working Party/ies</li> <li>✓ Examinations and Progression Committee</li> <li>✓ Academic Appeals and Grievances Committee</li> <li>✓ Marketing and Admissions Planning Committee</li> <li>✓ General Operations Committee (UX Group)</li> <li>✓ College Enhancement Committee</li> </ul> <p>Committees’ Records include:</p> <ul style="list-style-type: none"> <li>✓ Master set of meeting papers</li> <li>✓ Agendas</li> <li>✓ Constitution or terms of reference</li> <li>✓ Signed minutes</li> <li>✓ Records related to the appointment of members (not including records related to member election)</li> </ul>	<p>Permanent</p>	<p>Retain permanently</p>
<p>Records documenting activities of key Committees/Boards, particularly for example the Academic Board, which report to Navitas Limited’ Board of Directors and/or Divisional Boards of Directors, major boards/committees of Divisions, or ad-hoc committees. Documentation to be retained includes:</p> <ul style="list-style-type: none"> <li>✓ Master set of meeting papers</li> <li>✓ Agenda</li> <li>✓ Constitution or terms of reference</li> <li>✓ Signed minutes</li> <li>✓ Records related to the appointment of members (not including records related to member election)</li> </ul>	<p>Temporary</p>	<p>Retain for 10 years after committee ceases to exist</p>
<p><b>Corporate Identity</b></p>		
<p>Records related to the development of corporate identity objects including design and</p>	<p>Permanent</p>	<p>Retain permanently</p>

format. Examples include letterhead, logo, testamurs, and common seal.		
Records related to falsification or misuse of corporate identity. Examples include fraudulent use of web content, falsified transcripts	Temporary	Retain for seven (7) years after last action
Records relating to the protection of the Company's identity. Includes registration of logo, trademarks, applications and approvals	Permanent	Retain permanently
Records or registers of use of Navitas seal	Temporary	Retain for seven (7) years after last action
<b>Elections</b>		
Records related to the conduct of elections. Includes: ✓ Advertising ✓ Nominations ✓ Ballot papers ✓ Notices ✓ Results ✓ Appointment of scrutineers ✓ Tally sheets	Temporary	Retain for one (1) year after declaration of election result
Electoral roles and related records of individuals eligible to vote	Temporary	Retain for one (1) year after declaration of election result
Results of elections	Temporary	Retain for five (5) years after declaration of election result
<b>Licensing and Accreditation</b>		
Registration and Accreditation approvals and supporting documentation	Permanent	Retain permanently
<b>Risk Management</b>		
Records relating to claims of fidelity guarantee and coverage for fraud	Temporary	Retain for seven (7) years after last action
Allegations and claims of professional negligence and public liability compensation which have not been finalised by litigation – claims related to adults.	Temporary	Retain for seven (7) years after claim settled
Allegations and claims of professional negligence and public liability compensation which have not been finalised by litigation – claims related to minors	Temporary	Retain for 70 years after claim settled
Records of notification of injury or accidents – adult students, visitors, or members of the general public	Temporary	Retain for 10 years after last action
Records of notification of injury or accidents – minor students, visitors, or members of the general public	Temporary	Retain for 30 years after last action
Allegations and claims finalised without litigation. Examples include motor vehicle or property damage	Temporary	Retain for seven (7) years after claim settled

Records related to risk management controls implemented by the College	Temporary	Retain for seven (7) years after last action
Insurance policy documents (includes renewals and associated correspondence)	Temporary	Retain for seven (7) years after expiration of the policy
<b>Rules and Statutes</b>		
Approved rules and statutes	Permanent	Retain permanently
Working papers and research material used in the preparation of drafts	Temporary	Retain for six (6) months after last action
Records related to the making and amending of rules and statutes. Records include formal consultation and submissions, and developmental drafts and correspondence which authorise further stages of development.	Temporary	Retain for five (5) years after last action